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Descriptions of 200 occupations from the Dictionary of Occupational Titles" Volume I designate the area of work and worker trait group and the reference page in Volume II of the Dictionary. Each occupational description briefly outlines highlights of work performed, worker requirements, and training and methods of entry. Occupations are classified and alphabetically arranged into one of six clusters: (1) family, child care, care of the elderly, and health services. (2) clothing, textiles, and related art, (3) foods and nutrition, (4) housing, equipment, furnishings, and related art, (5) dry-cleaning and laundry services, and (6) non-domestic housekeeping, cleaning, maintenance, and miscellaneous services. Home economics-related occupations were identified by independent analysis of the third edition of the Dictionary of Occupational Titles, Volume I. Lists were compared and organized into clusters. Value judgments of 136 knowledgeable persons were sought to three questions: (1) Is the occupation related to the cluster in which it is classified? (2) To what extent is home economics needed for job competence or job training? (3) What other professional, business, or industrial groups are involved? Results from the value judgements were the basis for selection of the occupations to be included in the listing. Related data are available in VT 002 621. (FP)

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# Worker Requirements and Methods of Entry into Home and Community Occupations Related to Home Economics

**Brief Descriptions of Specific Occupations Classified into Six Clusters**

**Highlights of Areas of Work and Worker Trait Groups for Individual Occupations**

Selected from

THE DICTIONARY OF OCCUPATIONAL TITLES
Volumes I and II, Third Edition, 1965

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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# WORKER REQUIREMENTS AND METHODS OF ENTRY INTO HOME AND COMMUNITY OCCUPATIONS RELATED TO HOME ECONOMICS

Brief Descriptions of Specific Occupations Classified into Six Clusters

Highlights of Areas of Work and Worker Trait Groups for Individual Occupations

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Special appreciation is extended to the Division of Vocational Education, State of Michigan Department of Education, for funding the project, "Procedures for Establishment and Evaluation of Training Programs for Wage-Earning Occupations Related to Home Economics" and for their assistance and support.

The ten Michigan communities participating in the project brought into sharper focus the need for interpretation, definition and identification of home economics-related occupations and reacted at different stages to materials included in this bulletin.

The Advisory Committee to the Project assisted in making decisions about the general method which appeared suitable and feasible, within the framework of the project, for the tentative identification of occupations which are home economics-related. They realized that some risks were involved but were open-minded to the exploratory approach used.

The Executive Board of the Michigan Home Economics Association reacted to the proposed method for identification of home economics-related occupations and provided names of persons who were knowledgeable about the extent home economics was needed for job competence or job training for specific occupations. Their responses made it possible to identify tentatively the occupations which are included in this bulletin.

It has been through the cooperation of individuals within these groups that this bulletin has been made possible. A very deep appreciation is extended to all!

January, 1967

Beatrice O'Donnell
Project Director

# PREFACE

This bulletin has been prepared to assist in meeting certain problems experienced by the various groups involved in the research project, "Procedures for Establishment and Evaluation of Training Programs for Wage-Earning Occupations Related to Home Economics". The Project was a joint effort of the State of Michigan Department of Education, Division of Vocational Education; Michigan State University, College of Home Economics and College of Education; and ten Michigan communities including Alpena, Gaylord, Grand Rapids, Lapeer, Menominee, Muskegon, Petoskey, Pontiac, Wayne and Wyandotte.

## Purpose of the Bulletin

The major purpose of this bulletin is to share with others the attempts or progress made in the Project to answer two persisting questions raised in the Workshop, summer 1965 and continued to be raised by others in the communities participating in the project: (1) "Just what are the home-economics related occupations?" (2) "What are the requirements for and methods of entry into these occupations?"

The materials contained herein are submitted as tentative and for trial or exploratory use in local communities in processes of interpretation of home economics, occupational orientation, vocational guidance, and occupational education.

The position taken in the Project is that effective occupational education at local, regional or state levels requires JOINT effort of all groups directly involved. In this team approach home economics has alternative contributions, roles and responsibilities. However, local communities are in need of some assistance in interpretation of home economics as a potential contributor in occupational education for employment in homes, business, industry, government, health and social service.

Content of the Bulletin

This bulletin describes and classifies into clusters approximately 200 "home economics-related" occupations. The description of each occupation consists of two parts: (1) a brief description of "what the worker does" and (2) an identification of the "area of work" and "worker trait group". The description of "what the worker does" is quoted from the Dictionary of Occupational Titles, Volume I, Third Edition, 1965. The information about the "area of work" and "worker trait group" is quoted from the Dictionary of Occupational Titles, Volume II, Third Edition, 1965.

Page references are given to facilitate the location of full descriptions of the occupations as found in Volumes I and II.

Organization of the Bulletin

Each of the home economics-related occupations has its own identity and is presented on a single page.

Each of the occupations has been organized into one of six clusters. There are a few exceptions in which an occupation is included in more than one cluster. The occupations are alphabetically arranged within each cluster. The clusters include:

1. Family, Child Care, Care of the Elderly and Health Services
2. Clothing, Textiles and Related Art
3. Foods and Nutrition
4. Housing, Equipment, Furnishings and Related Art
5. Dry-Cleaning and Laundry Services
6. Non-Domestic Housekeeping, Cleaning, Maintenance and Miscellaneous Services.

In order to organize the description of each occupation on one reasonably spaced page, two types of adjustments were necessary: (1) the titles of eight areas of work were shortened as indicated below; (2) the descriptions of the worker trait groups were shortened by the use of key words or phrases and some materials were deleted. It was assumed that the material in this bulletin would be for quick reference and that the Dictionary of Occupational Titles would be used as the official reference.

The titles of "areas of work" were shortened in the same manner as that used in the Dictionary. The shortened titles are indicated in the parentheses: Business Relations (Business); Clerical Work (Clerical); Counseling, Guidance and Social Work (Counseling); Education and Training (Education); Elemental Work (Elemental); Investigating, Inspecting and Testing (Investigating); Managerial and Supervisory Work (Managerial); Medicine and Health (Medicine).

Method Used in Identification of Home Economics-Related Occupations

The method selected for use in identification of the home economics-related occupations was primarily exploratory. The occupations in the Third Edition of the Dictionary of Occupational Titles, Volume I, were carefully read by independent analyzers or readers. Lists were compared. A "reasonable" list of occupations was prepared and organized into clusters. Questionnaires were prepared to secure value judgments of persons knowledgeable about occupations and about home economics. Answers were sought to three types of questions: Is the occupation related to the cluster in which it is classified? To what extent is home economics needed for job competence or job training? What other professional, business or industrial groups are involved?

Persons recommended by members of the Executive Board of the Michigan Home Economics Association were asked to respond to the one cluster in which he or she was recommended as knowledgeable. Results from the value judgments of one hundred and thirty-six respondents were used in the selection of the occupations to be included in the tentative listing. If 50 per cent or more of the respondents within each panel indicated they believed that home economics was needed to a "considerable" or "great" extent for job competence or job training, the occupation was listed tentatively as "home economics-related".

Characteristics of the Occupations

The occupations which are included fall into a wide variety of occupational classifications, work

areas and worker trait groups. All occupations represent important segments of the work world. The occupations include those requiring widely varying amounts of education, from completion of eighth grade (or no statement about educational level) through college education and advanced degrees. The occupations also vary in the types and intensity of specialized and on-the-job training required and for promotion.

Relation of the Occupations to other Professional Groups

Some of the occupations listed in the Family, Child Care, Care of the Elderly and Health Services are obviously the major concerns of the professions of nursing, public health, and social service. These occupations are included in this bulletin for several reasons: (1) home economists and others on the reaction panels indicated they believed that these occupations were "home economics-related"; (2) these occupations are of increasing importance to individuals and families in our society and there are serious shortages of trained personnel at all educational levels; (3) home economists have deep commitments to support these types of joint efforts in occupational education.

Some of the occupations listed are the concerns of one or more services in vocational education, including agricultural education, business education, distributive education, home economics education, trade and industrial education and health occupations. It is important to keep in mind that in the years ahead as established and emerging occupations are individually studied and analyzed cooperatively with employer groups, vocational education specialists, and others that the nature of the skills and knowledges necessary to meet employment standards will be more clearly defined. THIS IS THE TASK AHEAD.

Beatrice O'Donnell
Project Director

January 1967

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# PART I

## HOME AND COMMUNITY OCCUPATIONS

## in

## FAMILY, CHILD CARE, CARE OF THE ELDERLY, AND HEALTH SERVICES

Number of Occupations Described: 48

BUDGET CONSULTANT (profess. & kin.) 096.268 Advises customers of bank and loan agencies on personal and family financial problems. (Also referred to as family-finance specialist.)[1]

Area of Work: Business[2]

Worker Trait Group: Consultative and Business Services[2]

Highlights of Work Performed:

1. Work activities involve examining methods, procedures, and problems existing in clerical, statistical, budgetary, organizational, and similar areas of concern, and recommending improvements or solutions.
2. Typically, workers consult with clients; conduct research in order to amass complete details; evaluate the situation in relation to proven, successful programs and techniques; and present recommendations. The implementation of suggestions and findings is frequently involved.

Highlights of Worker Requirements:

The capacity to learn and apply principles and techniques involved in subject matter areas; verbal facility and the ability to relate to people in consultation or gathering of information; numerical ability for dealing with statistical and budgetary matters; attention to detail and clerical perception for examining records and preparing reports; ability to adjust to different environments and grasp varying concepts and procedures; organizational ability.

Clues for Relating Applicants and Requirments:

Successful academic record in appropriate business administration courses; work experience in related fields, such as accounting or statistics, or budget; experience organizing extracurricular programs in school, such as charity drives, or dances.

Highlights of Training and Methods of Entry:

1. Many individuals who enter this field do so by utilizing experience gained in more specific lines of work, such as accounting or statistics. Employers generally prefer workers who have achieved a high degree of proficiency in the specific subject matter area.
2. A college degree in business administration is practically a necessity for entry. Some consultant firms will hire college graduates with outstanding potential on a trainee basis, and will advance them as they gain experience.

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[1]DOT Volume I, page 80.

[2]DOT Volume II, page 248.

CASE AID (profess. & kin.) 195.208 Works on simpler aspects of cases or provides service to less complex cases, under close and regular supervision of CASEWORKER.[1]

Area of Work: Counseling[2] Worker Trait Group: Guidance and Counseling[2]

Highlights of Work Performed:
1. Activities involve guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems.
2. Typical situations would be assisting prison parolees in gaining employment and adjusting to society; counseling high school students about college admission requirements and curricula; counseling unhappy or frustrated workers or jobseekers into more fulfilling work; and assisting troubled individuals or families toward normal social adjustment and development.

Highlights of Worker Requirements:
Sympathetic attitude toward the welfare of others; capacity to absorb training and apply knowledge to the solution of diverse problems; verbal facility to relate to people at all levels; organizational ability in order to plan and direct guidance programs; tact, poise, and general demeanor that tend to inspire confidence and esteem.

Clues for Relating Applicants and Requirements:
Volunteer welfare work for local church group; expressed preference for public-contact work; membership in school debating club; successful academic record in pertinent courses, such as psychology or education; poise and self-confidence exhibited in an interview; elective office in school.

Highlights of Training and Methods of Entry:
1. A college degree is the minimum requirement for entry into this field. In most cases, education beyond the 4-year level is required.
2. Most municipal and State governments and private organizations require 2 years of graduate study.
3. Openings in school-counseling work are usually available to individuals who have State teaching certificates and special certificates for school counseling. Most States issue counselor certificates only to people with a master's degree, as well as actual teaching experience.
4. A graduate degree in psychology serves as an excellent qualification particularly those in industry.

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[1]DOT Volume I, page 104.

[2]DOT Volume II, page 296.

CASEWORKER, CHILD WELFARE (profess. & kin.) 195.108 Aids parents with child rearing problems, and children and youth with difficulties in social adjustments.[1]

Area of Work: Counseling[2]

Worker Trait Group: Guidance and Counseling[2]

Highlights of Work Performed:

1. Activities involve guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems.
2. Typical situations would be assisting prison parolees in gaining employment and adjusting to society; counseling high school students about college admission requirements and curricula; counseling unhappy or frustrated workers or jobseekers into more fulfilling work; and assisting troubled individuals or families toward normal social adjustment and development.

Highlights of Worker Requirements:

Sympathetic attitude toward the welfare of others; capacity to absorb training and apply knowledge to the solution of diverse problems; verbal facility to relate to people at all levels; organizational ability in order to plan and direct guidance programs; tact, poise, and general demeanor that tend to inspire confidence and esteem.

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Volunteer welfare work for local church group; expressed preference for public contact work; membership in school debating club; successful academic record in pertinent courses, such as psychology or education; poise and self-confidence exhibited in an interview; elective office in school.

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4. A graduate degree in psychology serves as an excellent qualification particularly those in industry.

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[1]DOT Volume I, page 105.

[2]DOT Volume II, page 296.

CASEWORKER, FAMILY (profess. & kin.) 195.108 Aids individuals and families having problems concerning family relationships or aspects of their social functioning affecting unity of family and welfare of community. (Also referred to as family counselor.)[1]

Area of Work: Counseling[2]

Worker Trait Group: Guidance and Counseling[2]

Highlights of Work Performed:

1. Activities involve guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems.
2. Typical situations would be assisting prison parolees in gaining employment and adjusting to society; counseling high school students about college admission requirements and curricula; counseling unhappy or frustrated workers or jobseekers into more fulfilling work; and assisting troubled individuals or families toward normal social adjustment and development.

Highlights of Worker Requirements:

Sympathetic attitude toward the welfare of others; capacity to absorb training and apply knowledge to the solution of diverse problems; verbal facility to relate to people at all levels; organizational ability in order to plan and direct guidance programs; tact, poise, and general demeanor that tend to inspire confidence and esteem.

Clues for Relating Applicants and Requirements:

Volunteer welfare work for local church group; expressed preference for public-contact work; membership in school debating club; successful academic record in pertinent courses, such as psychology or education; poise and self-confidence exhibited in an interview; elective office in school.

Highlights of Training and Methods of Entry:

1. A college degree is the minimum requirement for entry into this field. In most cases, education beyond the 4-year level is required.
2. Most municipal and State governments and private organizations require 2 years of graduate study.
3. Openings in school-counseling work are usually available to individuals who have State teaching certificates and special certificates for school counseling. Most States issue counselor certificates only to people with a master's degree, as well as actual teaching experience.
4. A graduate degree in psychology serves as an excellent qualification particularly those in industry.

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[1]DOT Volume I, page 105.

[2]DOT Volume II, page 296.

CASEWORKER, SOCIAL WORKER, MEDICAL (profess. & kin.) 195.108 Aids patients and their families with personal and environmental difficulties which predispose illness or interfere with obtaining maximum benefits from medical care. (Also referred to as social worker, clinical)[1]

Area of Work: Counseling[2] Worker Trait Group: Guidance and Counseling[2]

Highlights of Work Performed:
1. Activities involve guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems.
2. Typical situations would be assisting prison parolees in gaining employment and adjusting to society; counseling high school students about college admission requirements and curricula; counseling unhappy or frustrated workers or jobseekers into more fulfilling work; and assisting troubled individuals or families toward normal social adjustment and development.

Highlights of Worker Requirements:
Sympathetic attitude toward the welfare of others; capacity to absorb training and apply knowledge to the solution of diverse problems; verbal facility to relate to people at all levels; organizational ability in order to plan and direct guidance programs; tact, poise, and general demeanor that tend to inspire conficence and esteem.

Clues for Relating Applicants and Requirements:
Volunteer welfare work for local church group; expressed preference for public contact work; membership in school debating club; successful academic record in pertinent courses, such as psychology or education; poise and self-confidence exhibited in an interview; elective office in school.

Highlights of Training and Methods of Entry:
1. A college degree is the minimum requirement for entry into this field. In most cases, education beyond the 4-year level is required.
2. Most municipal and State governments and private organizations require 2 years of graduate study.
3. Openings in school-counseling work are usually available to individuals who have State teaching certificates and special certificates for school counseling. Most States issue counselor certificates only to people with a master's degree, as well as actual teaching experience.
4. A graduate degree in psychology serves as an excellent qualification particularly those in industry.

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[1]DOT Volume I, page 105.

[2]DOT Volume II, page 296.

CASEWORKER, SOCIAL WORKER, PSYCHIATRIC (profess. & kin.) 195.108 Aids patients as part of health team led by PSYCHIATRIST in hospitals or clinics providing diagnosis and treatment of mental or emotional disturbances. (Also referred to as social worker, clinical.)[1]

Area of Work: Counseling[2] Worker Trait Group: Guidance and Counseling[2]

Highlights of Work Performed:
1. Activities involve guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems.
2. Typical situations would be assisting prison parolees in gaining employment and adjusting to society; counseling high school students about college admission requirements and curricula; counseling unhappy or frustrated workers or jobseekers into more fulfilling work; and assisting troubled individuals or families toward normal social adjustment and development.

Highlights of Worker Requirements:
Sympathetic attitude toward the welfare of others; capacity to absorb training and apply knowledge to the solution of diverse problems; verbal facility to relate to people at all levels; organizational ability in order to plan and direct guidance programs; tact, poise, and general demeanor that tend to inspire confidence and esteem.

Clues for Relating Applicants and Requirements:
Volunteer welfare work for local church group; expressed preference for public-contact work; membership in school debating club; successful academic record in pertinent courses, such as psychology or education; poise and self-confidence exhibited in an interview; elective office in school.

Highlights of Training and Methods of Entry:
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3. Openings in school-counseling work are usually available to individuals who have State teaching certificates and special certificates for school counseling. Most States issue counselor certificates only to people with a master's degree, as well as actual teaching experience.
4. A graduate degree in psychology serves as an excellent qualification particularly those in industry.

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[1]DOT Volume I, page 105.

[2]DOT Volume II, page 296.

CASEWORKER, SOCIAL WORKER, SCHOOL (profess. & kin.) 195.108 Aids children having difficulty adapting themselves to school life and where individualized professional help is indicated. (Also referred to as home and school visitor; school adjustment counselor; visiting teacher.)[1]

Area of Work: Counseling[2] Worker Trait Group: Guidance and Counseling[2]

Highlights of Work Performed:
1. Activities involve guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems.
2. Typical situations would be counseling high school students; counseling unhappy or frustrated workers or jobseekers into more fulfilling work; and assisting troubled individuals or families toward normal social adjustment and development.

Highlights of Worker Requirements:
Sympathetic attitude toward the welfare of others; capacity to absorb training and apply knowledge to the solution of diverse problems; verbal facility to relate to people at all levels; organizational ability in order to plan and direct guidance programs; tact, poise, and general demeanor that tend to inspire confidence and esteem.

Clues for Relating Applicants and Requirements:
Volunteer welfare work for local church group; expressed preference for public-contact work; membership in school debating club; successful academic record in pertinent courses, such as psychology or education; poise and self-confidence exhibited in an interview; elective office in school.

Highlights of Training and Methods of Entry:
1. A college degree is the minimum requirement for entry into this field. In most cases, education beyond the 4-year level is required.
2. Most municipal and State governments and private organizations require 2 years of graduate study.
3. Openings in school-counseling work are usually available to individuals who have State teaching certificates and special certificates for school counseling. Most states issue counselor certificates only to those people with a master's degree, as well as actual teaching experience.
4. A graduate degree in psychology serves as an excellent qualification particularly those in industry.

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[1]DOT Volume I, page 105.

[2]DOT Volume II, page 296.

CHILD-CARE ATTENDANT (gov. ser.) 359.878 Cares for group of children housed in city, county, or other government institution under supervision of superintendent of home. (Also referred to as attendant, children's institution; house parent; special school counselor.)[1]

Area of Work: Medicine[2]

Worker Trait Group: Child and Adult Care[2]

Highlights of Work Performed:
1. Work activities involve assisting individuals who are totally or partially unable to care for themselves.
2. Recipients of such care would be children in private homes or institutions and adults confined to hospitals or institutions.
3. Safety, hygiene, and health are the most frequent fields of concern.

Highlights of Worker Requirements:
Patience and sympathy for problems of others; ability to relate to people; stability under pressure; attentiveness and the ability to pay attention to detail; clean personal habits; freedom from communicable diseases; some degree of manual and finger dexterity and motor coordination.

Clues for Relating Applicants and Requirements:
Completion of first aid courses; babysitting experience throughout high school; experience in medical corps in the Armed Service; volunteer work caring for shut-ins; good medical record; confidence and poise demonstrated in an interview.

Highlights of Training and Methods of Entry:
1. General acceptance and successful execution of domestic responsibilities and such experience as babysitting serve as good background.
2. Familiarization with basic techniques is required for entry into specialized activities, in particular those with the care of children and elderly or invalided people and first aid work.
3. Most training is in the form of pre-entry instruction and on-the-job observational experience.

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[1]DOT Volume I, page 125.

[2]DOT Volume II, page 479.

CHILD-CARE ATTENDANT, SCHOOL (per. ser.) 355.878 Attends to personal needs of handicapped children while in school to receive specialized academic and physical training.[1]

Area of Work: Medicine[2] Worker Trait Group: Child and Adult Care[2]

Highlights of Work Performed:
1. Work activities involve assisting individuals who are totally or partially unable to care for themselves.
2. Recipients of such care would be children in private homes or institutions and adults confined to hospitals or institutions.
3. Safety, hygiene, and health are the most frequent fields of concern.

Highlights of Worker Requirements:
Patience and sympathy for problems of others; ability to relate to people; stability under pressure; attentiveness and the ability to pay attention to detail; clean personal habits; freedom from communicable diseases; some degree of manual and finger dexterity and motor coordination.

Clues for Relating Applicants and Requirements:
Completion of first aid courses; babysitting experience throughout high school; experience in medical corps in the Armed Service; volunteer work caring for shut-ins; good medical record; confidence and poise demonstrated in an interview.

Highlights of Training and Methods of Entry:
1. General acceptance and successful execution of domestic responsibilities and such experience as babysitting serve as good backgrounds.
2. Familiarization with basic techniques is required for entry into specialized activities, in particular, those with the care of children and elderly or invalided people and first aid work.
3. Most training is in the form of preentry instruction and on-the-job observational experience.

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[1]DOT Volume I, page 125.

[2]DOT Volume II, page 479.

CLOTHING MAINTENANCE SPECIALIST (dom. ser.) 309.878 Attends to employer's personal needs by maintaining personal wardrobe in presentable condition: Inspects clothing and accessories for evidence of wear, damage and need for cleaning or alteration. Mends or makes simple alterations to clothing by hand or by use of sewing machine, or sends clothing to commercial establishment for service or cleaning. Washes and presses washable garments. Confers with employer to determine needs and tastes and receives authorization for replacement of purchases of clothing and accessories. Purchases specified items, such as handkerchiefs, under-clothing, and hosiery, to replenish wardrobe. Stores furs and winter clothing in mothproof closets or chests, or sends them to commercial storage establishment.[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
Work activities involve attending to the personal needs and desires of individuals. A majority of these activities require either direct contact or close association with the recipient of the service.

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
Most employers prefer people with 2 or 3 years of high school. Special courses given by vocational schools, and individual establishments are considered good preparation. Health certificates are frequently required.

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[1]DOT Volume I, page 138.

[2]DOT Volume II, page 507.

COMMUNITY-RELATIONS-SERVICES ADVISER, PUBLIC HOUSING (profess. & kin.) 195.108 Promotes tenant welfare in low income public housing developments: initiates and maintains liaison between local housing authority and voluntary and public agencies for development and management of public housing developments. Facilitates establishment of constructive relationships between tenants and housing management, and among tenants. Secures social services such as health, welfare and education programs for improving family and community standards. Provides leadership to tenants in development of group activities, such as adult education and recreation. Refers families with personal problems to community resources. Cooperates with other organizations in development of understanding and interest among voluntary and public agencies participating in long-range plans for urban improvement.[1]

Area of Work: Counseling[2]

Worker Trait Group: Guidance and Counseling[2]

Highlights of Worker Requirements:
Sympathetic attitude toward the welfare of others; capacity to absorb training and apply knowledge to the solution of diverse problems; verbal facility to relate to people at all levels; organizational ability in order to plan and direct guidance programs; tact, poise, and general demeanor that tend to inspire confidence and esteem.

Clues for Relating Applicants and Requirements:
Volunteer welfare work for local church group; expressed preference for public contact work; membership in school debating club; successful academic record in pertinent courses, such as psychology or education; poise and self-confidence exhibited in an interview; elective office in school.

Highlights of Training and Methods of Entry:
1. A college degree is the minimum requirement for entry into this field. In most cases, education beyond the 4-year level is required.
2. Most municipal and State governments and private organizations require 2 years of graduate study.
3. Openings in school-counseling work are usually available to individuals who have State teaching certificates and special certificates for school counseling. Most States issue counselor certificates only to people with a master's degree, as well as actual teaching experience.
4. A graduate degree in psychology serves as an excellent qualification particularly those in industry.

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[1] DOT Volume I, page 152.

[2] DOT Volume II, page 296.

COMPANION (dom. ser.) 309.878 Cares for elderly, handicapped, or convalescent people, acting as aid or friend on same or acceptable social level.[1]

Area of Work: Medicine[2]

Worker Trait Group: Child and Adult Care[2]

Highlights of Work Performed:
1. Work activities involve assisting individuals who are totally or partially unable to care for themselves.
2. Recipients of such care would be children in private homes or institutions and adults confined to hospitals or institutions.
3. Safety, hygiene, and health are the most frequent fields of concern.

Highlights of Worker Requirements:
Patience and sympathy for problems of others; ability to relate to people; stability under pressure; attentiveness and the ability to pay attention to detail; clean personal habits; freedom from communicable diseases; some degree of manual and finger dexterity and motor coordination.

Clues for Relating Applicants and Requirements:
Completion of first aid courses; babysitting experience throughout high school; experience in medical corps in the Armed Service; volunteer work caring for shut-ins; good medical record; confidence and poise demonstrated in an interview.

Highlights of Training and Methods of Entry:
1. General acceptance and successful execution of domestic responsibilities and such experience as babysitting serve as good background.
2. Familiarization with basic techniques is required for entry into specialized activities, in particular those with the care of children and elderly or invalided people and first aid work.
3. Most training is in the form of pre-entry instruction and on-the-job observational experience.

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[1]DOT Volume I, page 152.

[2]DOT Volume II, page 479.

COOK (dom. ser.) 305.281 Plans menus and cooks meals, in private home, according to recipes or tastes of employer. (May specialize in preparing and serving dinner for employed, retired or other persons and be designated as Family-Dinner-Service Specialist.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Cooking and Related Work[2]

Highlights of Work Performed:
Activities involve planning and preparing meals in private homes or in restaurants, hotels, camps, and other places serving large numbers of people.

Highlights of Worker Requirements:
Ability to learn the theory and techniques of food preparation and ability to plan menus and to compute quantities and cost to order supplies; form perception to examine food and to prepare food arrangements or displays; finger and manual dexterity to use kitchen tools, appliances, and utensils; willingness to wear a uniform; good health to pass a strict physical examination; obtain a health card from the health department.

Clues for Relating Applicants and Requirements:
Successful completion of high school home economics course; cooking or baking contest awards; cooking experience in the military service.

Highlights of Training and Methods of Entry:
1. Working in a kitchen under the direction of a fully qualified worker.
2. Cooks in large hotels and restaurants, usually are graduates of cooking schools or institutes which require graduation from the eighth grade.
3. High school or college home economics graduates can enter this field and become proficient after on-the-job training.
4. Apprenticeships are also available in the metropolitan areas.

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[1]DOT Volume I, page 164.

[2]DOT Volume II, page 310.

COTTAGE PARENT (medical ser.) 355.878 Serves mentally retarded and epileptic patients in their daily activities and needs. (Also referred to as housemother.)[1]

Area of Work: Medicine[2] Worker Trait Group: Child and Adult Care[2]

Highlights of Work Performed:
1. Work activities involve assisting individuals who are totally or partially unable to care for themselves.
2. Recipients of such care would be children in private homes or institutions and adults confined to hospitals or institutions.
3. Safety, hygiene, and health are the most frequent fields of concern.

Highlights of Worker Requirements:
Patience and sympathy for problems of others; ability to relate to people; stability under pressure; attentiveness and the ability to pay attention to detail; clean personal habits; freedom from communicable diseases; some degree of manual finger dexterity and motor coordination.

Clues for Relating Applicants and Requirements:
Completion of first aid courses; babysitting experience throughout high school; experience in medical corps in the Armed Services; volunteer work caring for shut-ins; good medical record; and confidence and poise demonstrated in an interview.

Highlights of Training and Methods of Entry:
1. General acceptance and successful execution of domestic responsibilities and such experiences as babysitting serve as good background.
2. Familiarization with basic techniques is required for entry into specialized activities, in particular those with the care of children and elderly or invalided people and first aid work.
3. Most training is in the form of pre-entry instruction and on-the-job observational experience.

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[1]DOT Volume I, page 172.

[2]DOT Volume II, page 479.

COUNTY HOME-DEMONSTRATION AGENT (gov. ser.) 096.128 Instructs and advises women, primarily in rural communities, in developing programs to improve farm and family life. (Also referred to as Home Agent, Home-Demonstration Agent, Home-Extension Agent.)[1]

Area of Work: Education[2]

Worker Trait Group: Vocational Education[2]

Highlights of Work Performed:

1. Activities involve teaching, demonstrating, and/or advising others in the productive and efficient utilization of agricultural, home economics, and similar vocational principles, subject matter, and skills.
2. Activities usually occur in a school, industrial, commercial, community or home environment.

Highlights of Worker Requirements:

Interest in people and ability to communicate ideas; intellectual capacity sufficient to acquire necessary background in subject matter and teaching techniques; organizational ability to present facts in answering students questions and plan programs of instruction; and perception for clerical detail.

Clues for Relating Applicants and Requirements:

Success in vocational courses in high school, trade school or agricultural school; proficiency in expressing ideas verbally; experience in 4-H clubs; experience assisting instructors in coursework.

Highlights of Training and Methods of Entry:

1. State certification is necessary for secondary school teaching.
2. Minimum qualifications for certification is a bachelor's degree.
3. Many states require an additional half year of education courses, including student teaching.
4. Individuals are frequently required to have active experience or advanced training.
5. Four years of college study leading to a bachelor's degree in home economics is the minimum requirement for professional work.

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[1]DOT Volume I, page 174.

[2]DOT Volume II, page 337.

DAY WORKER (dom. ser.) 301.887 Performs any combination of the several domestic duties, in accordance with employer's instructions.[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the ability of the applicant to meet the strength requirements which range from light to very heavy according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 189.

[2]DOT Volume II, page 360.

DIRECTOR, VOLUNTEER SERVICES (medical ser.) 187.168 Directs and coordinates work of volunteer agencies and workers offering their services to hospitals.[1]

Area of Work: Business[2]

Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:

1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:

Ability to plan, initiate, and execute programs, ability to understand, interpret and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people in order to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants and Requirements:

Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management; leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:

1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 210.

[2]DOT Volume II, page 245.

EDUCATIONAL THERAPIST (education) 091.228 Instructs patients in prescribed academic subjects to prevent mental deconditioning and to aid in attaining vocational objectives.[1]

Area of Work: Education[2]

Worker Trait Group: High School, College, University and Related Education[2]

Highlights of Work Performed:
1. Activities involve teaching academic or commercial subjects at any of the levels ranging from high school through college and graduate school.
2. Subjects are part of an educational curriculum.
3. Tutoring individuals or groups in specific academic or commercial subjects is involved.

Highlights of Worker Requirements:
Interest in people and ability to communicate ideas; intellectual capacity sufficient to acquire necessary background in subject matter area and in teaching techniques; organizational ability to present facts in answering students' questions and plan programs of instruction; and perception for clerical detail.

Clues for Relating Applicants and Requirements:
Expressed preference for public-contact work; academic success in college; proficiency in expressing ideas verbally; active participation in extracurricular activities; experience assisting instructors in course work.

Highlights of Training and Methods of Entry:
1. State certification is necessary for secondary school teaching.
2. Minimum qualifications for certification is a bachelor's degree.
3. Many states require an additional half year of education courses including student teaching.
4. Teaching at a college or university level requires the minimum of a master's degree.
5. Opportunities for teaching at the university level are also available in the form of teaching assistantships.

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[1]DOT Volume I, page 236.

[2]DOT Volume II, page 341.

FARM HOUSEKEEPER (dom. ser.) 303.878 Performs duties in a farm household and aids in light farm chores. Cooks, cleans, sews, and performs other domestic duties. Feeds chickens, picks fruits, and vegetables for table use, and does other farm duties. Usually works for a farm owner who is a bachelor or widower, or whose wife is ill or disabled.[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
Work activities involve attending to the personal needs and desires of individuals, the cleanliness of their clothing, cleanliness of their surroundings, and similar matters having to do with personal comfort, convenience and appearance. A majority of these activities require either direct contact or close association with the recipient of the service.

Highlights of Worker Requirements:
Ability and willingness to take, understand and follow orders; a courteous and cheerful manner; facility in adjusting to a routine; manual dexterity; and cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
Most employers prefer people with 2 or 3 years of high school. Special courses given by vocational schools are considered good preparation. Health certificates are frequently required.

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[1]DOT Volume I, page 266.

[2]DOT Volume II, page 507.

FARM HOUSEMAID (dom. ser.) 303.878 Cleans farmhouse, feeds chickens and performs other domestic and light farm chores to help farm housewife or Farm Housekeeper. Cooks and serves meals. Scrubs, mops, dusts, and sweeps as required, and washes and irons clothing. Cares for children. (Also referred to as hired girl)[1]

Area of Work: Personal Services[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
Work activities involve attending to the personal needs and desires of individuals. A majority of these activities require either direct contact or close association with the recipient of the service.

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
Most employers prefer people with 2 or 3 years of high school. Special courses given by vocational schools are considered good preparation. Health certificates are frequently required.

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[1]DOT Volume I, page 266.

[2]DOT Volume II, page 507.

FOOD AND DRUG INSPECTOR (gov. ser.) 168.287 Inspects establishments where food, drugs, cosmetics, and similar customer items are manufactured, handled, stored or sold to enforce legal standards of sanitation, purity and grading. (Also referred to as drug and food inspector.)[1]

Area of Work: Investigating[2] Worker Trait Group: Appraising and Investigating Work[2]

Highlights of Work Performed:
1. Activities involve applying a knowledge of the principles and techniques pertinent to such specific fields as mining, construction, merchandising and sanitation in order to appraise the worth of or investigate the condition or state of objects, systems, activities and procedures.
2. Also involves verifying compliance with laws and standards and recommending remedial action.

Highlights of Worker Requirements:
Intelligence and verbal facility to understand, learn and apply concept and procedures; numerical skill to apply mathematics to the investigation of specific situations; spatial aptitude to visualize three-dimensional forms and relationships as represented in blueprints; form perception to distinguish details in objects or drawings.

Clues for Relating Applicants and Requirements:
Successful experience of a technical or quasi-technical nature in specific fields; preference for analytical work as demonstrated by work history and interest; demonstrated ability and willingness to accept decision-making responsibilities.

Highlights of Training and Methods of Entry:
1. Entry is usually achieved by a record of successful technical preparation and/or experience in lower level positions which has enabled the individual to acquire a complete working knowledge of the fields of endeavor under consideration.

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[1]DOT Volume I, page 293.

[2]DOT Volume II, page 420.

GOVERNESS (dom. ser.) 099.228 Cares for children in private home, overseeing their recreation, diet, health and deportment: Teaches children foreign languages, and good health and personal habits. Arranges parties, outings, and picnics for children. Takes disciplinary measures to control children's behavior. Ascertains courses of behavior problems of children and devises means for solving them. When duties are confined to care of young children may be designated Nursery Governess.[1]

Area of Work: Education[2]

Worker Trait Group: Kindergarten, Elementary School and Related Education[2]

Highlights of Worker Requirements:
Interest in people and ability to communicate ideas; intellectual capacity sufficient to acquire necessary background in subject matter area and in teaching techniques; organizational ability to present facts in answering students' questions and plan programs of instruction and perception for clerical detail.

Clues for Relating Applicants and Requirements:
Academic success in college; proficiency in expressing ideas verbally; active participation in extra-curricular activities; experience assisting instructors in coursework.

Highlights of Training and Methods of Entry:
1. State certification is necessary for secondary school teaching.
2. Minimum qualifications for certification is a bachelor's degree.
3. Many states require an additional half year of education courses, including student teaching.
4. Teaching at a college or university level requires the minimum of a master's degree.
5. Opportunities for teaching at the university level are also available in the form of teaching assistantships.

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[1]DOT Volume I, page 338.

[2]DOT Volume II, page 343.

HOME ATTENDANT (per. ser.) 354.878 Cares for elderly convalescent, or handicapped persons in patient's home, performing any combination of the several tasks. (Also referred to as home health aid.)[1]

Area of Work: Medicine[2]

Worker Trait Group: Child and Adult Care[2]

Highlights of Work Performed:
1. Work activities involve assisting individuals who are totally or partially unable to care for themselves.
2. Recipients of such care would be children in private homes or institutions and adults confined to hospitals or institutions.
3. Safety, hygiene, and health are the most frequent fields of concern.

Highlights of Worker Requirements:
Patience and sympathy for problems of others; ability to relate to people; stability under pressure; attentiveness and the ability to pay attention to detail; clean personal habits; freedom from communicable diseases; some degree of manual and finger dexterity and motor coordination.

Clues for Relating Applicants and Requirements:
Babysitting experience throughout high school; completion of first aid courses; experience in medical corps in the Armed Services; volunteer work, caring for shut-ins; good medical record; confidence and poise demonstrated in an interview.

Highlights of Training and Methods of Entry:
1. General acceptance and successful execution of domestic responsibilities and such experience as babysitting serve as good backgrounds.
2. Familiarization with basic techniques is required for entry into specialized activities, in particular those with the care of children and elderly or invalided people and first aid work.
3. Most training is in the form of pre-entry instruction and on-the-job observational experience.

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[1]DOT Volume I, page 361.

[2]DOT Volume II, page 479.

HOME ECONOMIST (profess. & kin.) 096.128 Develops, interprets, and applies principles of homemaking to promote health and welfare of individuals and families.[1]

Area of Work: Education[2] Worker Trait Group: Vocational Education[2]

Highlights of Work Performed:
1. Activities involve teaching, demonstrating, and/or advising others in the productive and efficient utilization of agricultural, home economics, and similar vocational principles, subject matter, and skills.
2. Activities usually occur in a school, industrial, commercial, community or home environment.

Highlights of Worker Requirements:
Interest in people and ability to communicate ideas; intellectual capacity sufficient to acquire necessary background in subject matter and teaching techniques; organizational ability to present facts in answering students questions and plan programs of instruction; and perception for clerical detail.

Clues for Relating Applicants and Requirements:
Success in vocational courses in high school, trade school or agricultural school; proficiency in expressing ideas verbally; experience in 4-H clubs; experience assisting instructors in coursework.

Highlights of Training and Methods of Entry:
1. State certification is necessary for secondary school teaching.
2. Minimum qualifications for certification is a bachelor's degree.
3. Many states require an additional half year of education courses, including student teaching.
4. Individuals are frequently required to have active experience or advanced training.
5. Four years of college study leading to a bachelor's degree in home economics is the minimum requirement for professional work.

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[1]DOT Volume I, page 361.

[2]DOT Volume II, page 337.

HOME ECONOMIST, CONSUMER SERVICE (profess. & kin.) 096.128 Participates in program of consumer service and research for manufacturers and distributors of food and textile products, clothing patterns, and household equipment to assist in sale and development of products. (May be designated according to product or work specialties, as Equipment Specialist, Food Specialist.)[1]

Area of Work: Education[2]

Worker Trait Group: Vocational Education[2]

Highlights of Work Performed:
1. Activities involve teaching, demonstrating, and/or advising others in the productive and efficient utilization of home economics and similar vocational principles, subject matter, and skills.
2. Activities usually occur in a school, industrial, commercial, community or home environment.

Highlights of Worker Requirements: Interest in people and ability to communicate ideas; intellectual capacity sufficient to acquire necessary background in subject matter and teaching techniques; organizational ability to present facts in answering students' questions and plan programs of instruction; and perception for clerical detail.

Clues for Relating Applicants and Requirements: Success in vocational courses in high school, trade school or agricultural school; proficiency in expressing ideas verbally; experience in 4-H clubs; experience assisting instructors in coursework.

Highlights of Training and Methods of Entry:
1. State certification is necessary for secondary school teaching.
2. Minimum qualifications for certification is a bachelor's degree.
3. Many States require an additional half year of education courses, including student teaching before certification.
4. Individuals are frequently required to have active experience or advanced training in specific areas.
5. Four years of college study leading to a bachelor's degree in home economics is the minimum requirement for professional work in that field.
6. More responsible positions require a graduate degree.

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[1]DOT Volume I, page 361.

[2]DOT Volume II, page 337.

HOME-SERVICE DIRECTOR (profess. & kin.) 096.168 Plans, coordinates and directs consumer education service or research program for equipment, food or utility company to promote good will and sale of products or services. (Also referred to as director of home economics.)[1]

Area of Work: Business[2]

Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:

1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:

Ability to plan, initiate, and execute programs, ability to understand, interpret, and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people in order to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants and Requirements:

Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management; leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:

1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 362.

[2]DOT Volume II, page 245.

HOME-SERVICE REPRESENTATIVE (light, heat & power) 278.258 Demonstrates gas or electrical equipment and appliances to promote sales, and advises homemakers in efficient use of fuel in homes.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration & Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments, some involve telephoning, going from door to door, or making appointments and visiting the customer to make sales.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 362.

[2]DOT Volume II, page 488.

HOUSEKEEPER, HOME (dom. ser.) I 303.138 Supervises and coordinates activities of household employees in a private residence. (Also referred to as manager, household.)[1]

Area of Work: Managerial[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involves supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promote coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously, and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations. Training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 367.

[2]DOT Volume II, page 461.

HOUSE MOTHER (any ind.) 187.138 Acts as house manager, adviser, and chaperon for boarding school, college fraternity, or sorority house, children's home, or similar establishment. (Also referred to as cottage parent.)[1]

Area of Work: Managerial[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 367.

[2]DOT Volume II, page 461.

IRONER (dom. ser.) 302.887 Dampens and irons wearing apparel, household linens, and other household articles with hand iron, usually in employer's home. May use electric ironing machine (mangle). May be employed on hourly basis.[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Performance of routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required, and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the ability of the applicant to meet the strength requirements which range from light to very heavy, according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 391.

[2]DOT Volume II, page 360.

LAUNDRESS (any ind.) 302.887 Washes, rinses, blues, starches, dries, irons, and folds household laundry. May use electric washing and ironing machines. Works at home or at employer's residence, seldom doing any other housework. (Also referred to as laundry woman.)[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required, and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the ability of the applicant to meet the strength requirements which range from light to very heavy according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 414.

[2]DOT Volume II, page 360.

LAUNDRYMAN (dom. ser.) 302.887 Washes and irons laundry, using electric washing and ironing machines. May relieve Man-of-all-Work, or Maid, General by cleaning household fixtures or by performing other duties requiring strength or agility. Is employed only in large households. (Also referred to as laundry boy)[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required, and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the ability of the applicant to meet the strength requirements which range from light to very heavy according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 414.

[2]DOT Volume II, page 360.

MAID, GENERAL (dom. ser.) 306.878 Performs any combination of the following duties in keeping the private home clean and orderly, in cooking and serving meals, and in rendering personal services to family members: Plans meals and purchases food stuffs and household supplies. Prepares and cooks vegetables, meats, and other foods according to employer's instructions or following own methods. Serves meals and refreshments. Washes dishes and cleans silverware. Oversees activities of children, assisting them in dressing and bathing. Cleans furnishings, floors, and windows, using vacuum cleaner, mops, broom, and cleaning solutions. Changes linens and makes beds. Washes linens and other garments by hand or machine, and mends and irons clothing, linens and other household articles, using hand iron or electric iron. Performs additional duties, such as answering telephone or doorbell, and feeding pets. Is usually only worker employed. When employed in motherless home, may be designated Housekeeper, Working; or when employed by welfare agency to take charge of home because of illness or for working mother, may be designated Homemaker.[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
Work activities involve attending to the personal needs and desires of individuals in regard to their consumption of food and drink, the cleanliness of their clothing, cleanliness of their surroundings, and similar matters having to do with personal comfort, convenience and appearance. A majority of these activities require either direct contact or close association with the recipient of the service.

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; casual work experience; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
Most employers prefer people with 2 or 3 years of high school. Special courses given by vocational schools, hotel and restaurant associations, and individual establishments are considered good preparation. Health certificates are frequently required.

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[1]DOT Volume I, page 440.

[2]DOT Volume II, page 507.

MANUAL-ARTS THERAPIST (medical ser.) 079.128 Instructs patients in prescribed manual arts activities to prevent anatomical and physiological deconditioning and to assist in maintaining, improving or developing work skills.[1]

Area of Work: Medicine[2]

Worker Trait Group: Therapeutic and Related Work[2]

Highlights of Work Performed:
Work activities involve planning, organizing, directing and participating in recreational, educational, vocational, and social programs designed to aid in the rehabilitation of the physically or mentally ill or handicapped.

Highlights of Worker Requirements:
Ability to comprehend such subjects as psychology, anatomy and physiology, and to develop appropriate skills in arts and crafts; ability to relate subject matter and skills to therapeutic needs of individuals; ability to plan and direct activities of individuals or groups, and to evaluate effectiveness of activities in relation to changing needs of participants; ability to achieve and maintain empathy and rapport with physically disabled and mentally ill people; ability to exercise necessary craft or artistic skills when required in demonstrating and instructing.

Clues for Relating Applicants and Requirements:
Experience teaching or supervising arts and crafts or sports activities at a playground, summer camp or institution; interest in the physical and social welfare of people.

Highlights of Training and Methods of Entry:
1. Entry generally requires graduation from a college or university offering curricula in the therapeutic specialties, legal or professional certification which is attained by examination.
2. Advanced training related to special disabilities, such as cerebral palsy, is offered by a few colleges and health agencies.
3. Most positions occur in hospitals, clinics, sanatoriums, and homes for the aged, with some additional opportunities in special workshops or rehabilitation centers.

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[1]DOT Volume I, page 452.

[2]DOT Volume II, page 475.

MOTHER'S HELPER (dom. ser.) 306.878 Performs any combination of the following domestic duties, under supervision of employer: prepares and cooks foods as directed. Cleans household, using vacuum cleaner, broom, mops, clothes, and cleaning solutions. Changes linens and makes beds. Washes and irons clothes and linens. Watches children to keep them out of mischief. May run errands. Is usually young, untrained girl as opposed to Maid, General.[1]

Area of Work: Medicine[2] Worker Trait Group: Child and Adult Care[2]

Highlights of Work Performed:
1. Work activities involve assisting individuals who are totally or partially unable to care for themselves.
2. Recipients of such care would be children in private homes or institutions and adults confined to hospitals or institutions.
3. Safety, hygiene, and health are the most frequent fields of concern.

Highlights of Worker Requirements:
Patience and sympathy for problems of others; ability to relate to people; stability under pressure; attentiveness and the ability to pay attention to detail; clean personal habits; freedom from communicable diseases; and some degree of manual and finger dexterity and motor coordination.

Clues for Relating Applicants and Requirements: Completion of first aid courses; babysitting experience throughout high school; experience in medical corps in the Armed Service; volunteer work caring for shut-ins; good medical record; confidence and poise demonstrated in an interview.

Highlights of Training and Methods of Entry:
1. General acceptance and successful execution of domestic responsibilities and such experience as babysitting serve as good background.
2. Familiarization with basic techniques is required for entry into specialized activities, in particular those with the care of children and elderly or invalided people and first aid work.
3. Most training is in the form of pre-entry instruction and on-the-job observational experience.

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[1]DOT Volume I, page 483.

[2]DOT Volume II, page 479.

NURSE AID (medical ser.) 355.878 Assists in care of hospital patients, under direction of nursing and medical staff. (Also referred to as hospital attendant; nursing assistant.)[1]

Area of Work: Medicine[2] Worker Trait Group: Child and Adult Care[2]

Highlights of Work Performed:
1. Work activities involve assisting individuals who are totally or partially unable to care for themselves.
2. Recipients of such care would be children in private homes or institutions and adults confined to hospitals or institutions.
3. Safety, hygiene, and health are the most frequent fields of concern.

Highlights of Worker Requirements:
Patience and sympathy for problems of others; ability to relate to people; stability under pressure; attentiveness and the ability to pay attention to detail; clean personal habits; freedom from communicable diseases; some degree of manual and finger dexterity and motor coordination.

Clues for Relating Applicants and Requirements:
Completion of first aid courses; babysitting experience throughout high school; experience in medical corps in the Armed Service; volunteer work caring for shut-ins; good medical record; confidence and poise demonstrated in an interview.

Highlights of Training and Methods of Entry:
1. General acceptance and successful execution of domestic responsibilities and such experience as babysitting serve as good backgrounds.
2. Familiarization with basic techniques is required for entry into specialized activities, in particular those with the care of children and elderly or invalided people and first aid work.
3. Most training is in the form of pre-entry instruction and on-the-job observational experience.

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[1]DOT Volume I, page 493.

[2]DOT Volume II, page 479.

NURSE, LICENSED, PRACTICAL (medical ser.) 079.378 Cares for ill, injured, convalescent and handicapped persons in hospitals, clinics, private homes, sanitariums and similar institutions.[1]

Area of Work: Medicine[2]

Worker Trait Group: Nursing, X-Ray and Related Services[2]

Highlights of Work Performed:

1. Work activities involve caring for the sick and injured and providing nursing services concerned with the prevention of illness and the promotion of good health.
2. Utilizing X-Ray and other medical laboratory equipment for diagnostic or therapeutic purposes; helping persons to overcome certain disabilities through physical exercise, mechanical apparatus, and applications of massage, heat, light, water, or electricity.
3. Most of these activities are performed under the supervision and on the instructions of licensed medical practioners.

Highlights of Worker Requirements:

A desire and ability to learn, absorb, and apply technical learning; a facility for relating to people and an interest in their welfare; exactness and precision for preparing or administering treatment or medication and keeping charts; ability to perceive differences in anatomical components; finger dexterity and eye-hand coordination; and cleanliness, good health, and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:

Success in related technical subjects, such as chemistry; medical corps experience in Army; first aid course experience; and volunteer work administering to the needy for charitable organizations.

Highlights of Training and Methods of Entry:

1. Three types of training programs offer basic preparation for professional nursing.
   a. Traditional diploma programs conducted by hospital schools (3 years).
   b. Bachelor's degree program (4 or 5 years)
   c. Associate degree programs in junior and community colleges (approximately 2 years).
2. All training includes supervised nursing practice.
3. Training programs in X-Ray technology most widely accepted are those approved by the Council of Medical Education and Hospitals of the American Medical Association.
4. Most other work activities in this group require schooling or training in each particular specialization in approved schools or hospitals.

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[1]DOT Volume I, page 494.

[2]DOT Volume II, page 477.

NURSE, PRACTICAL (med. ser.) 354.878 Cares for patients and children in private homes, hospitals, sanitariums, industrial plants, and similar institutions.[1]

Area of Work: Medicine[2]

Worker Trait Group: Child and Adult Care[2]

Highlights of Work Performed:
1. Work activities involve assisting individuals who are totally or partially unable to care for themselves.
2. Recipients of such care would be children in private homes or institutions and adults confined to hospitals or institutions.
3. Safety, hygiene, and health are the most frequent fields of concern.

Highlights of Worker Requirements:
Patience and sympathy for problems of others; ability to relate to people; stability under pressure; attentiveness and the ability to pay attention to detail; clean personal habits; freedom from communicable diseases; some degree of manual and finger dexterity and motor coordination.

Clues for Relating Applicants and Requirements:
Completion of first aid courses; babysitting experience throughout high school; experience in medical corps in the Armed Service; volunteer work caring for shut-ins; good medical record; and confidence and poise demonstrated in an interview.

Highlights of Training and Methods of Entry:
1. General acceptance and successful execution of domestic responsibilities and such work experience as babysitting serve as good backgrounds.
2. Familiarization with basic techniques is required for entry into specialized activities, in particular those with the care of children and elderly or invalided people and first aid work.
3. Most training is in the form of pre-entry instruction and on-the-job observational experience.

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[1]DOT Volume I, page 494.

[2]DOT Volume II, page 479.

NURSEMAID (dom. ser.) 307.878 Performs any combination of several duties to attend children in private home. (Also referred to as child monitor; nurse, children's.)[1]

Area of Work: Medicine[2]

Worker Trait Group: Child and Adult Care[2]

Highlights of Work Performed:
1. Work activities involve assisting individuals who are totally or partially unable to care for themselves.
2. Recipients of such care would be children in private homes or institutions and adults confined to hospitals or institutions.
3. Safety, hygiene, and health are the most frequent fields of concern.

Highlights of Worker Requirements:
Patience and sympathy for problems of others; ability to relate to people; stability under pressure; attentiveness and the ability to pay attention to detail; clean personal habits; freedom from communicable diseases; some degree of manual and finger dexterity and motor coordination.

Clues for Relating Applicants and Requirements:
Completion of first aid courses; babysitting experience throughout high school; experience in medical corps in the Armed Service; volunteer work caring for shut-ins; good medical record; confidence and poise demonstrated in an interview.

Highlights of Training and Methods of Entry:
1. General acceptance and successful execution of domestic responsibilities and such experience as babysitting serve as good backgrounds.
2. Familiarization, in particular these with the care of children and elderly or invalided people and first aid work.
3. Most training is in the form of pre-entry instruction and on-the-job observational experience.

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[1]DOT Volume I, page 494.

[2]DOT Volume II, page 479.

OCCUPATIONAL THERAPY AID (medical ser.) 079.368 Assists OCCUPATIONAL THERAPIST in administering medically oriented occupational program to assist in rehabilitating patients in hospitals and similar institutions. (Also referred to as attendant, occupational therapy.)[1]

Area of Work: Medicine[2] Worker Trait Group: Nursing, X-Ray and Related Services[2]

Highlights of Work Performed:
1. Work activities involve caring for the sick and injured and providing nursing services concerned with the prevention of illness and the promotion of good health.
2. Utilizing X-Ray and other medical laboratory equipment for diagnostic or therapeutic purposes; helping persons to overcome certain disabilities through physical exercise, mechanical apparatus, and applications of massage, heat, light, water, or electricity.
3. Most of these activities are performed under the supervision and on the instructions of licensed medical practioners.

Highlights of Worker Requirements:
A desire and ability to learn, absorb, and apply technical learning; facility for relating to people and an interest in their welfare; exactness and precision for preparing or administering treatment or medication and keeping charts; ability to perceive differences in anatomical components; finger dexterity and eye-hand coordination; cleanliness, good health, and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Success in related technical subjects, such as chemistry; medical corps experience in Army; first aid course experience; volunteer work administering to the needy for charitable organizations.

Highlights of Training and Methods of Entry:
1. Three types of training programs offer basic preparation for professional nursing.
   a. Traditional diploma programs conducted by hospital schools (3 years)
   b. Bachelors degree programs (4 or 5 years)
   c. Associate degree programs in junior and community colleges (approximately 2 years)
2. All training includes supervised nursing practice.
3. Training programs in X-Ray technology most widely accepted are those approved by the Council of Medical Education and Hospitals of the American Medical Association.
4. Most other work activities in this group require schooling or training in the particular specialization in approved schools or hospitals.

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[1]DOT Volume I, page 496.

[2]DOT Volume II, page 477.

OCCUPATIONAL THERAPIST (medical ser.) 079.128 Plans, organizes, and participates in medically oriented occupational program in hospital or similar institution to rehabilitate patients who are physically or mentally ill.[1]

Area of Work: Medicine[2]

Worker Trait Group: Therapeutic and Related Work[2]

Highlights of Work Performed:
Work activities involve planning, organizing, directing and participating in recreational, educational, vocational, and social programs designed to aid in the rehabilitation of the physically or mentally ill or handicapped.

Highlights of Worker Requirements:
Ability to comprehend such subjects as psychology, anatomy and physiology, and to develop appropriate skills in arts and crafts; ability to relate subject matter and skills to therapeutic needs of individuals; ability to plan and direct activities of individuals or groups, and to evaluate effectiveness of activities in relation to changing needs of participants; ability to achieve and maintain empathy and rapport with physically disabled and mentally ill people; ability to exercise necessary craft or artistic skills when required in demonstrating and instructing.

Clues for Relating Applicants and Requirements:
Experience teaching or supervising arts and crafts or sports activities at a playground, summer camp or institution; interest in the physical and social welfare of people.

Highlights of Training and Methods of Entry:
1. Entry generally requires graduation from a college or university offering curricula in the therapeutic specialties, legal or professional certification which is attained by examination.
2. Advanced training related to special disabilities, such as cerebral palsy, is offered by a few colleges and health agencies.
3. Most positions occur in hospitals, clinics, sanatoriums, and homes for the aged, with some additional opportunities in special workshops or rehabilitation centers.

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[1]DOT Volume I, page 496.

[2]DOT Volume II, page 475.

PERSONAL MAID (dom. ser.) 309.878 Attends to personal needs of employer by performing any combination of the following tasks: Cleans, mends and presses clothing or arranges for services. Packs clothing when employer travels. Cleans and keeps private quarters tidy. Assists employer to dress. Prepares bath. May give body or facial massages and apply cosmetics. May shampoo and dress employer's hair, and manicure nails. May prepare meals and serve them in private quarters. May prepare refreshments for social functions.[1]

Area of Work: Personal Services[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
Work activities involve attending to the personal needs and desires of individuals, the cleanliness of their clothing, cleanliness of their surroundings, and similar matters having to do with personal comfort, convenience and appearance. A majority of these activities require either direct contact or close association with the recipient of the service.

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; neat and clean personal appearance; willingness to wear a uniform.

Highlights of Training and Methods of Entry:
Most employers prefer people with 2 or 3 years of high school. Special courses given by vocational schools are considered good preparation. Health certificates are frequently required.

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[1]DOT Volume I, page 524.

[2]DOT Volume II, page 507.

PERSONAL SHOPPER (ret. tr.) 296.358 Selects and purchases merchandise for department store customers, according to mail or telephone requests. Visits wholesale establishments or other department stores to purchase merchandise which is out-of-stock or which store does not carry. Records and processes mail orders and merchandise returned for exchange. May escort customers through store. (Also referred to as personal-service shopper, shopper's aid, special shopper.)[1]

Area of Work: Merchandising[2]

Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 524.

[2]DOT Volume II, page 488.

RECREATIONAL THERAPIST (medical ser.) 079.128 Plans, organizes and directs medically approved recreation program for patients in hospitals and other institutions.[1]

Area of Work: Medicine[2]

Worker Trait Group: Therapeutic and Related Work[2]

Highlights of Work Performed:
Work activities involve planning, organizing, directing, and participating in recreational, educational, vocational, and social programs designed to aid in the rehabilitation of the physically or mentally ill or handicapped.

Highlights of Worker Requirements:
Ability to comprehend such subjects as psychology, anatomy and physiology, and to develop appropriate skills in arts and crafts; ability to relate subject matter and skills to therapeutic needs of individuals; ability to plan and direct activities of individuals or groups, and to evaluate effectiveness of activities in relation to changing needs of participants; ability to achieve and maintain empathy and rapport with physically disabled and mentally ill people; ability to exercise necessary craft or artistic skills when required in demonstrating and instructing.

Clues for Relating Applicants and Requirements:
Experience teaching or supervising arts and crafts or sports activities at a playground, summer camp or institution; interest in the physical and social welfare of people.

Highlights of Training and Methods of Entry:
1. Entry generally requires graduation from a college or university offering curricula in the therapeutic specialities, legal or professional certification which is attained by examination.
2. Advanced training related to special disabilities, such as cerebral palsy, is offered by a few colleges and health agencies.
3. Most positions occur in hospitals, clinics, sanatoriums, and homes for the aged, with some additional opportunities in special workshops or rehabilitation centers.

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[1]DOT Volume I, page 587.

[2]DOT Volume II, page 475.

RECREATION LEADER (profess. & kin.) 195.228 Conducts recreation activities with assigned groups in public department or voluntary agency.[1]

Area of Work: Education[2]

Worker Trait Group: Miscellaneous Instructive Work[2]

Highlights of Work Performed:
1. Activities involve teaching a wide variety of recreational and similar activities.
2. Subjects of instruction range from sedentary pursuits, such as bridge, to activities requiring extensive physical effort, such as baton twirling.

Highlights of Worker Requirements:
Ability to communicate ideas and relate to people; capacity sufficient to acquire necessary experience and teaching techniques; analytical mind to organize and apply knowledge; eye-hand-foot coordination in applicable instances.

Clues for Relating Applicants and Requirements:
Expressed preference for public-contact work; subscriptions to sport and hobby magazines; strong interest and experience in recreational activities.

Highlights of Training and Methods of Entry:
1. A strong background in a recreational specialty is usually essential for entry into this group.
2. Opportunities have grown in recent years because of increase in leisure time.
3. Depending upon the state of the economy, opportunities are likely to increase.

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[1]DOT Volume I, page 587.

[2]DOT Volume II, page 345.

SOCIAL WORKER, DELINQUENCY PREVENTION (profess. & kin.) 195.108 Works through community action programs to ameliorate social conditions tending to cause juvenile delinquency, and provides guidance to juveniles.[1]

Area of Work: Counseling[2] Worker Trait Group: Guidance and Counseling[2]

Highlights of Work Performed:
1. Activities involve guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems.
2. Typical situations would be assisting prison parolees in gaining employment and adjusting to society; counseling high school students about college admission requirements and curricula; counseling unhappy or frustrated workers or jobseekers into more fulfilling work; and assisting troubled individuals or families toward normal social adjustment and development.

Highlights of Worker Requirements:
Sympathetic attitude toward the welfare of others; capacity to absorb training and apply knowledge to the solution of diverse problems; verbal facility to relate to people at all levels; organizational ability in order to plan and direct guidance programs; tact, poise and general demeanor that tend to inspire confidence and esteem.

Clues for Relating Applicants and Requirements:
Volunteer welfare work for local church group; expressed preference for public-contact work; membership in school debating club; successful academic record in pertinent courses, such as psychology or education; poise and self-confidence exhibited in an interview; elective office in school.

Highlights of Training and Methods of Entry:
1. A college degree is the minimum requirement for entry into this field. In most cases, education beyond the 4-year level is required.
2. Most municipal and State governments and private organizations require 2 years of graduate study.
3. Openings in school-counseling work are usually available to individuals who have State teaching certificates and special certificates for school counseling. Most States issue counselor certificates only to people with a master's degree, as well as actual teaching experience.
4. A graduate degree in psychology serves as an excellent qualification particularly those in industry.

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[1]DOT Volume I, page 670.

[2]DOT Volume II, page 296.

SOCIAL GROUP WORKER (profess. & kin.) 195.108 Develops program content, organizes and leads activities planned to enhance social development of individual members and accomplishment of group goals.[1]

Area of Work: Counseling[2] Worker Trait Group: Guidance and Counseling[2]

Highlights of Work Performed:
1. Activities involve guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems.
2. Assisting troubled individuals or families toward normal social adjustment and development.

Highlights of Worker Requirements:
Sympathetic attitude toward the welfare of others; capacity to absorb training and apply knowledge to the solution of diverse problems; verbal facility to relate to people at all levels; organizational ability in order to plan and direct guidance programs; tact, poise, and general demeanor that tend to inspire confidence and esteem.

Clues for Relating Applicants and Requirements:
Volunteer welfare work for local church group; expressed preference for public-contact work; membership in school debating club; successful academic record in pertinent courses, such as psychology or education; poise and self-confidence exhibited in an interview; elective office in school.

Highlights of Training and Methods of Entry:
1. A college degree is the minimum requirement for entry into this field. In most cases, education beyond the 4-year level is required.
2. Most municipal and State governments and private organizations require 2 years of graduate study.
3. Openings in school-counseling work are usually available to individuals who have State teaching certificates and special certificates for school counseling. Most States issue counselor certificates only to people with a master's degree, as well as actual teaching experience.
4. A graduate degree in psychology serves as an excellent qualification particularly those in industry.

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[1]DOT Volume I, page 670.

[2]DOT Volume II, page 296.

TEACHER, NURSERY SCHOOL (any ind.) 359.878 Organizes and leads activities of prekindergarten children in nursery schools or in playrooms operated for patrons of theatres, department stores, hotels and similar organizations. (Also referred to as child-care leader; child-day-care center worker; nursery-school attendant; playroom attendant.)[1]

Area of Work: Medicine[2] Worker Trait Group: Child and Adult Care[2]

Highlights of Work Performed:
1. Work activities involve assisting individuals who are totally or partially unable to care for themselves.
2. Recipients of such care would be children in private homes or institutions and adults confined to hospitals or institutions.
3. Safety, hygiene, and health are the most frequent fields of concern.

Highlights of Worker Requirements:
Patience and sympathy for problems of others; ability to relate to people; stability under pressure; attentiveness and the ability to pay attention to detail; clean personal habits; freedom from communicable diseases; some degree of manual and finger dexterity and motor coordination.

Clues for Relating Applicants and Requirements:
Completion of first aid courses; babysitting experience throughout high school; experience in medical corps in the Armed Service; volunteer work caring for shut-ins; good medical record; confidence and poise demonstrated in an interview.

Highlights of Training and Methods of Entry:
1. General acceptance and successful execution of domestic responsibilities and such experience as babysitting serve as good background.
2. Familiarization with basic techniques is required for entry into specialized activities, in particular those with the care of children and elderly or invalided people and first aid work.
3. Most training is in the form of pre-entry instruction and on-the-job observational experience.

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[1]DOT Volume I, page 727.

[2]DOT Volume II, page 479.

# PART II

## HOME ECONOMICS-RELATED OCCUPATIONS

## in

## CLOTHING, TEXTILES, AND RELATED ART

Number of Occupations Described: 44

ALTERATION TAILOR (garment; per. ser.; ret. tr.) 785.281 Alters clothing to fit individual customers or repairs defective garments following alteration or repair tags or marks on garments. (Also referred to as alterer; bushelman; clothes mender; clothes repairer.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Craftsmanship and Related Work[2]

Highlights of Work Performed:
Activities are characterized by the emphasis placed upon manual skills and the application of an organized body of knowledge related to materials, tools, and principles associated with the craft.

Highlights of Worker Requirements:
Ability to learn and apply craft techniques, processes and principles; ability to assume responsibility for attainment of prescribed qualitative standards; ability to apply mathematics to practical problems; form perception as required in such activities as inspecting finished work to verify acceptability, and some combination of finger and manual dexterity and eye-hand coordination to use handtools and manually controlled power tools.

Clues for Relating Applicants and Requirements:
Successful completion of high school industrial arts or vocational education courses; military training and experience in craft-related activities; preference for work activities offering tangible productive satisfaction.

Highlights of Training and Methods of Entry:
1. Apprenticeships providing 2 to 6 years of on-the-job training and trade instruction are generally the best method of entry.
2. Many firms have on-the-job training programs in which entry workers are placed under the supervision of a journeyman or a foreman and are advanced.
3. Training received in vocational, trade, or technical schools or the armed services enchance entry and advancement prospects.
4. Craftsmen who become thoroughly familiar with all aspects of their trade through apprenticeship training generally stand the best chance for advancement to supervisory positions.

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[1]DOT Volume I, page 13.

[2]DOT Volume II, page 312.

CLOTH DESIGNER (profess. & kin.) 142.081 Originates designs for fabrication of textile cloth, specifying weave pattern, color and gage of thread, to create new fabrics that meet functional requirements and fashion preference of consumers. (Also referred to as cloth pattern maker; pattern designer; textile-cloth designer; textile stylist.)[1]

Area of Work: Art[2]

Worker Trait Group: Art Work[2]

Highlights of Work Performed:
1. Involves the creative expression of ideas, feelings, and moods in artistic designs, objects, and arrangements.
2. Commercial arts are characteristically concerned with the creation and reproduction of commercial and industrial designs involving adherence to technical requirements of functional limitations.

Highlights of Worker Requirements:
Significant combination of: aesthetic appreciation; creative imagination; artistic judgment concerning harmony of color and line; eye-hand coordination and finger and manual dexterity to paint or draw; perception of form and design; color discrimination to perceive differences in hue, shade, and value.

Clues for Relating Applicants and Requirements:
Demonstrated artistic ability, including hobbies, particularly if artwork has won prizes or been sold.

Highlights of Training and Methods of Entry:
1. Vocational high schools, art schools, institutes awarding diplomas upon completion of 2 or 3 years of theory and practice provide preparation for positions in commercial art.
2. Commercial artists may find employment in printing and publishing houses, greeting card companies, advertising agencies, commercial art studios, department stores, and Government agencies.
3. Specialized skills, such as lettering, illustrating or typography enhance employment prospects. Advancement involving planning and layout work depends largely on development of artistic and technical skills through experience and on-the-job training.
4. Art schools offering 4 years of study, connected with colleges and universities, commonly award the bachelor of fine arts degree which is considered preparation for entry into fine art-work.

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[1]DOT Volume I, page 137.

[2]DOT Volume II, page 232.

CLOTH TESTER, QUALITY (textile) 689.384 Determines physical properties of greige and finished cloth employing standardized tests, equipment and procedure. (Also referred to as laboratory assistant.)[1]

Area of Work: Clerical[2] Worker Trait Group: Inspecting and Stock Checking[2]

Highlights of Work Performed:
1. Activities involve examining stores of materials and supplies and compiling inventory records, inspecting products to verify adherence to material and assembly standards of the type recorded on blueprints, and testing products and equipment to verify adherence to functional specifications of the type found in operating and maintenance manuals.
2. Precision measuring instruments and test apparatus are commonly used.
3. Certain inspection situations, such as those wherein standardization is limited, may entail the solving of practical problems involving abstract and concrete principles in order to interpret specifications and inspection data related to specific products or standards.

Highlights of Worker Requirements:
Numerical skill and clerical aptitude to prepare inventory or inspection data and to keep accurate and legible records; some combination of form, spatial, and color perception to make discriminations relevant to shape, size, texture, and hue or shade of objects; some combination of finger and manual dexterity and eye-hand coordination to use test apparatus and precision instruments; precision and accuracy working to close detail.

Clues for Relating Applicants and Requirements:
Interest in technical subjects; demonstrated ability to work with written specifications or standards involving set limits and tolerances; successful completion of such high school courses as blueprint reading, mechanical drawing, bookkeeping, and shop mathematics.

Highlights of Training and Methods of Entry:
1. Entry requires familiarity with specific materials, products, or standards acquired through experience in lower level positions.
2. Some education or vocational training in such subjects as mechanical drawing, blueprint reading and shop mathematics is generally considered essential.

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[1]DOT Volume I, page 139.

[2]DOT Volume II, page 271.

CLOTHES DESIGNER (profess. & kin.) 142.081 Creates designs and prepares patterns for new types and styles of men's, women's and children's wearing apparel or knitted garments. (Also referred to as fashion designer; stylist.)[1]

Area of Work: Art[2]

Worker Trait Group: Art Work[2]

Highlights of Work Performed:
1. Involves the creative expression of ideas, feelings, and moods in artistic designs, objects, and arrangements.
2. Commercial arts are characteristically concerned with the creation and reproduction of commercial and industrial designs involving adherence to technical requirements of functional limitations.

Highlights of Worker Requirements:
Significant combination of: aesthetic appreciation; creative imagination; artistic judgment concerning harmony of color and line; eye-hand coordination and finger and manual dexterity to paint or draw; perception of form and design; color discrimination to perceive differences in hue, shade, and value; and spatial aptitude to visualize and depict three-dimensional objects and arrangements on two-dimensional surfaces.

Clues for Relating Applicants and Requirements:
Demonstrated artistic ability, including hobbies, particularly if artwork has won prizes or been sold.

Highlights of Training and Methods of Entry:
1. Vocational high schools, art schools, institutes awarding diplomas upon completion of 2 or 3 years of theory and practice provide preparation for positions in commercial art.
2. Commercial artists may find employment in printing and publishing houses, greeting card companies, advertising agencies, commercial art studios, department stores, and Government agencies.
3. Specialized skills, such as lettering, illustrating or typography enhance employment prospects. Advancement involving planning and layout work depends largely on development of artistic and technical skills through experience and on-the-job training.
4. Art schools offering 4 years of study, connected with colleges or universities, commonly award the bachelor of fine arts degree which is considered preparation for entry into fine art-work.

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[1]DOT Volume I, page 137.

[2]DOT Volume II, page 232.

COSTUMER (motion pic.; radio & TV broad.) 969.261 Selects costumes for and fits them to members of cast according to style of period and characters to be portrayed. (Also referred to as wardrobe designer; wardrobe mistress.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Costuming, Tailoring and Dressmaking[2]

Highlights of Work Performed:
Activities involve patternmaking and laying out, assembling, fitting, and altering garments tailored to the measurements of the wearer.

Highlights of Worker Requirements:
Ability to learn principles and techniques used in patternmaking and garment construction; ability to visualize fit and drape of assembled garment from measurements, sketches, and patterns; good eyesight, with or without correction, to see fine stitching when fitting and assembling garment parts; finger dexterity for sewing; ability to do fine, exacting work requiring constant attention to detail; appreciation for beauty, style, and design; and patience when constructing or altering garments for hard-to-fit people.

Clues for Relating Applicants and Requirements:
Preference for activity offering tangible and creative satisfaction; successful completion of courses in dressmaking and related subjects; experience making own clothes.

Highlights of Training and Methods of Entry:
1. It takes up to 4 years or more to develop journeyman-level proficiency in tailoring and dressmaking skills.
2. Entry workers generally learn the trade by performing the lesser skilled sewing tasks while working along-side experienced tailors or dressmakers.
3. Openings are usually found in the garment industry, in retail trade establishments producing or selling made-to-measure garments, and in entertainment establishments or costume agencies.
4. Advancement opportunities vary according to the type and variety of work done in different establishments.
5. Supervisory positions in the garment industry are commonly filled by journeyman tailors, and persons demonstrating creative ability may find opportunity in design work.

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[1]DOT Volume I, page 172.

[2]DOT Volume II, page 308.

DRAPER (garment; knit goods) 781.687 Examines fit and hang of garments and marks location of trimmings and fasteners to be added and defects to be corrected.[1]

Area of Work: Clerical[2]

Worker Trait Group: Sorting, Inspecting, Measuring and Related Work[2]

Highlights of Work Performed:
1. Activities involve examining, measuring materials for the purpose of grading, sorting, detecting flaws or irregularities or verifying adherence to specifications.
2. Work is performed under close supervision, and the use of measuring devices as well as the primary senses is often involved.

Highlights of Worker Requirements:
Ability and willingness to follow instructions to the letter; spatial and form perception to perceive differences in tangible matter; accuracy and attention to detail; finger and manual dexterity; eye-hand coordination and disposition toward work of a routine, repetitive, and noncreative nature.

Clues to Relating Applicants and Requirements:
School shop courses indicating success in working to tolerances; willingness to fit into a routine; casual work experience sorting stock at inventory time in local plant.

Highlights of Training and Methods of Entry:
1. Workers generally learn the fundamentals of their jobs during a brief period of on-the-job training, which may range from a few hours to several months, depending on the skill required.
2. Many employers prefer workers with no previous experience.
3. They look for applicants who are physically able, dependable, have good eyesight, and can follow instructions.
4. Many of the larger employers give aptitude tests in selecting new employees.

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[1]DOT Volume I, page 219.

[2]DOT Volume II, page 282.

DRESSMAKER (any ind.) 785.361 Makes women's garments, such as dresses, coats, and suits according to customer specifications and measurements.[1]

Area of Work: Crafts[2]

Worker Trait Group: Costuming, Tailoring and Dressmaking[2]

Highlights of Work Performed:
Activities involve patternmaking and laying out, assembling, fitting, and altering garments tailored to the measurements of the wearer.

Highlights of Worker Requirements:
Ability to learn principles and techniques used in patternmaking and garment construction; ability to visualize fit and drape of assembled garment from measurements, sketches, and patterns; good eye-sight with or without correction, to see fine stitching when fitting and assembling garment parts; finger dexterity for sewing; ability to do fine, exacting work requiring constant attention to detail; appreciation for beauty, style, and design; and patience when constructing or altering garments for hard-to-fit people.

Clues for Relating Applicants and Requirements:
Preference for activity offering tangible and creative satisfaction; successful completion of courses in dressmaking and related subjects; experience making own clothes.

Highlights of Training and Methods of Entry:
1. It takes up to 4 years or more to develop journeyman-level proficiency in tailoring and dressmaking skills.
2. Entry workers generally learn the trade by performing the lesser skilled sewing tasks while working along-side experienced tailors or dressmakers.
3. Openings are usually found in the garment industry, in retail trade establishments producing or selling made-to-measure garments, and in entertainment establishments or costume agencies.
4. Advancement opportunities vary according to the type and variety of work done in different establishments.
5. Supervisory positions in the garment industry are commonly filled by journeyman tailors, and persons demonstrating creative ability may find opportunity in design work.

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[1]DOT Volume I, page 221.

[2]DOT Volume II, page 308.

EMBROIDERER, HAND (garment; hosiery; knit goods; trim. & stamp. art. goods) 782.884 Embroiders ornamental designs by hand over stamped or stenciled designs on fabric material. (Also referred to as decorator, hand; hand embroiderer.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 248.

[2]DOT Volume II, page 322.

EMBROIDERY DESIGNER (embroid.; trim. & stamp. art goods) 142.081 Creates decorative designs to be embroidered on fabrics.[1]

Area of Work: Art[2]

Worker Trait Group: Art Work[2]

Highlights of Work Performed:
1. Involves the creative expression of ideas, feelings, and moods in artistic designs, objects, and arrangements.
2. Commercial arts are characteristically concerned with the creation and reproduction of commercial and industrial designs involving adherence to technical requirements of functional limitations.

Highlights of Worker Requirements:
Significant combination of: aesthetic appreciation; creative imagination; artistic judgment concerning harmony of color and line; eye-hand coordination and finger and manual dexterity to paint or draw; perception of form and design; color discrimination to perceive differences in hue, shade, and value.

Clues for Relating Applicants and Requirements:
Demonstrated artistic ability, including hobbies, particularly if artwork has won prizes or been sold.

Highlights of Training and Methods of Entry:
1. Vocational high schools, art schools, institutes awarding diplomas upon completion of 2 or 3 years of theory and practice provide preparation for positions in commercial art.
2. Commercial artists may find employment in printing and publishing houses, greeting card companies, advertising agencies, commercial art studios, department stores, and Government agencies.
3. Specialized skills, such as lettering, illustrating or typography enhance employment prospects. Advancement involving planning and layout work depends largely on development of artistic and technical skills through experience and on-the-job training.
4. Art schools offering 4 years of study, connected with colleges or universities, commonly award the bachelor of fine arts degree which is considered preparation for entry into fine art-work.

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[1]DOT Volume I, page 248.

[2]DOT Volume II, page 232.

FASHION COORDINATOR (ret. tr.) 185.158 Promotes new fashions and coordinates promotional activities, such as fashion shows, to induce consumer acceptance. (Also referred to as director, fashion; display stylist; stylist.)[1]

Area of Work: Merchandising[2] Worker Trait Group: Purchase and Sales Work[2]

Highlights of Work Performed:
1. Work activities involve applying a knowledge of contracts, credit and marketing conditions, and sales methods to a merchandising situation.
2. Frequently, the worker must have a technical knowledge of materials or products involved.

Highlights of Worker Requirements:
Ability to acquire and apply a knowledge of contracts, credit, marketing conditions, and sales psychology; ability to relate to people at all levels; powers of persuasion; verbal facility; numerical ability in certain instances; initiative and drive.

Clues for Relating Applicants and Requirements:
Experience selling tickets for benefit school shows; experience soliciting advertisement for high school yearbook; volunteer canvassing work for local charities; outgoing personality and good grooming evident in an interview.

Highlights of Training and Methods of Entry:
1. Progressive employers require that applicants possess a college background or night school credits.
2. Courses in business administration, marketing, and related fields will give the individual excellent preparation.
3. Most large organizations have formal programs that are designed to develop the individuals' proficiency through on-the-job training under supervision and classroom instruction.
4. Frequently entry is gained by advancement from subordinate positions within an organization, wherein a knowledge of merchandising concepts and procedures has been acquired through experience and exposure.

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[1]DOT Volume I, page 266.

[2]DOT Volume II, page 484.

GARMENT-ALTERATION EXAMINER (ret. tr.) 789.687 Examines altered garments to insure compliance with standards of workmanship. (Also referred to as alteration inspector; outgoing inspector.)[1]

Area of Work: Clerical[2]

Worker Trait Group: Sorting, Inspecting, Measuring and Related Work[2]

Highlights of Work Performed:
1. Activities involve examining, measuring, or weighing objects or materials for the purpose of grading, sorting, detecting flaws or irregularities or verifying adherence to specifications.
2. Work is performed under close supervision, and the use of gages, calipers, micrometers, and other measuring devices or equipment, as well as the primary senses, is often involved.

Highlights of Worker Requirements:
Ability and willingness to follow instructions to the letter; spatial and form perception to perceive differences in tangible matter; accuracy and attention to detail; finger and manual dexterity; eye-hand coordination and disposition toward work of a routine, repetitive, and non-creative nature.

Clues for Relating Applicants and Requirements:
Success in school craft courses; willingness to fit into a routine; casual work experience sorting stock at inventory time in local plant.

Highlights of Training and Methods of Entry:
1. Workers generally learn the fundamentals of their jobs during a brief period of on-the-job training, which may range from a few hours to several months, depending on the skill required.
2. Many employers prefer workers with no previous experience.
3. They look for applicants who are physically able, dependable, have good eyesight, and can follow instructions.
4. Many of the larger employers give aptitude tests in selecting new employees.

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[1]DOT Volume I, page 324.

[2]DOT Volume II, page 282.

GARMENT MENDER (knit goods) 782.884 Repairs defects, such as holes, runs, and pulled threads in knitted garments. (Also referred to as knit mender; mender, hand.)[1]

Area of Work: Crafts[2] Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 324.

[2]DOT Volume II, page 322.

GARMENT RIPPER, ALTERATIONS (ret. tr.) 782.884 Cuts or rips stitches from sections of garments to be altered, following chalk marks and using razor blade, scissors or seam ripper. Pulls out loose threads. (Also referred to as ripper.)[1]

Area of Work: Crafts[2] Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, though all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 324.

[2]DOT Volume II, page 322.

GLOVE REPAIRER (per. ser.) 784.884 Repairs holes, rips, tears and other imperfections in gloves by hand or with sewing machine. (Also referred to as glove-repair clerk.)[1]

Area of Work: Crafts[2] Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:
Eye-hand coordinaton; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications, and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 335.

[2]DOT Volume II, page 322.

HAT DESIGNER (hat & cap; ret. tr.) 142.081 Designs caps, hats or millinery; copies or modifies existing designs; draws and cuts out master patterns, and makes sample articles. (Also referred to as stylist.)[1]

Area of Work: Art[2]

Worker Trait Group: Art Work[2]

Highlights of Work Performed:
1. Involves the creative expression of ideas, feelings, and moods in artistic designs, objects, and arrangements.
2. Commercial arts are characteristically concerned with the creation and reproduction of commercial and industrial designs involving adherence to technical requirements of functional limitations.

Highlights of Worker Requirements:
Significant combination of: aesthetic appreciation; creative imagination; artistic judgment concerning harmony of color and line; eye-hand coordination and finger and manual dexterity to paint or draw and to use handtools when working with various materials; perception of form and design; color discrimination to perceive differences in hue, shade, and value; and spatial aptitude to visualize and depict three-dimensional objects and arrangements on two-dimensional surfaces.

Clues for Relating Applicants and Requirements:
Demonstrated artistic ability, including hobbies, particularly if artwork has won prizes or been sold.

Highlights of Training and Methods of Entry:
1. Vocational high schools, art schools, institutes awarding diplomas upon completion of 2 or 3 years of theory and practice provide preparation for positions in commercial art.
2. Commercial artists may find employment in printing and publishing houses, greeting card companies, advertising agencies, commercial art studios, department stores, and Government agencies.
3. Specialized skills, such as lettering, illustrating or typography enhance employment prospects. Advancement involving planning and layout work depends largely on development of artistic and technical skills through experience and on-the-job training.
4. Art schools offering 4 years of study, connected with colleges or universities, commonly award the bachelor of fine arts degree which is considered preparation for entry into fine art-work.

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[1]DOT Volume I, page 353.

[2]DOT Volume II, page 232.

HAT MAKER (hat & cap) 784.781 Assembles ladies' hats by folding, draping, pinning and sewing fabric, trimmings, and pre-sewn hat parts to unfinished hat bodies, following color and design specifications or sample hat. (Also referred to as assembler; pinner.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Precision Work[2]

Highlights of Work Performed:
1. Activities involve working with the hands, handtools, or work aids according to prescribed standards.
2. Although the techniques and procedures are established, the responsibility for achievement of the ultimate goal rests with the individual worker and considerable judgment must be exercised in adjusting the established techniques to the task at hand.

Highlights of Worker Requirements:
An interest in working with the hands; manual and finger dexterity; eye-hand coordination; the ability to perceive small differences in things and objects and spatial relationships; and the ability to work to prescribed tolerances and rigid standards.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale models of objects.

Highlights of Training and Methods of Entry:
1. Intensive on-the-job training in required techniques and methods is the most common way of entry.
2. Apprenticeship programs and work experience in jobs of lesser complexity are also common stepping stones.

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[1]DOT Volume I, page 353.

[2]DOT Volume II, page 319.

HAT TRIMMER (clean., dye., & press.) 782.781 Replaces hat trimmings, such as linings, hatbands, ribbons, and ornaments on cleaned hats, sewing by hand or operating sewing machine. (Also referred to as seamstress, hats.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Precision Work[2]

Highlights of Work Performed:
1. Activities involve working with the hands, handtools, or work aids according to prescribed standards.
2. Although the techniques and procedures are established, the responsibility for achievement of the ultimate goal rests with the individual worker and considerable judgment must be exercised in adjusting the established techniques to the task at hand.

Highlights of Worker Requirements:
An interest in working with the hands; manual and finger dexterity; eye-hand coordination; the ability to perceive small differences in things and objects and spatial relationships; and the ability to work to prescribed tolerances and rigid standards.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale models of objects.

Highlights of Training and Methods of Entry:
1. Intensive on-the-job training in required techniques and methods is the most common way of entry.
2. Apprenticeship programs and work experience in jobs of lesser complexity are also common stepping stones.

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[1]DOT Volume I, page 353.

[2]DOT Volume II, page 319.

INSTRUCTOR, APPAREL MANUFACTURE (textile) 789.228 Instructs workers to tend or operate knitting, looping, and sewing machines, using knowledge of machine function and process. (Also referred to as instructor; overseer.)[1]

Area of Work: Education and Training[2] Worker Trait Group: Industrial Training[2]

Highlights of Work Performed:
1. Activities involve providing specialized training in the proper functioning or execution of machines, equipment, systems, procedures, processes, and/or methods.
2. Typically, recipients of instruction are new employees, tenure employees, or customers.

Highlights of Worker Requirements:
Intellectual capacity to acquire necessary vocational background; manual dexterity, eye-hand-foot coordination, and spatial ability to demonstrate equipment; interest in communicating ideas to people; and an analytical mind to organize facts in answering trainee's questions and plan programs of instruction.

Clues for Relating Applicants and Requirements:
Proficiency in expressing ideas verbally; expressed preference for public-contact work; successful work experience in lower level jobs in specific field.

Highlights of Training and Methods of Entry:
1. Extensive background in the vocational specialty is generally required for entry into this group.
2. Individuals who excel at their work and exhibit a facility for explaining things to others and solving problems that arise in work situations are the type of potential employees an employer notices.

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[1]DOT Volume I, page 385.

[2]DOT Volume II, page 335.

INSTRUCTOR, KNITTING (ret. tr.) 297.458 Shows customers how to knit garments or accessories by hand.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials, or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the workers ability as he learns.

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[1]DOT Volume I, page 385.

[2]DOT Volume II, page 488.

INSTRUCTOR, SEWING (ret. tr.) 297.458 Demonstrates sewing machines and their operation to retail store customers.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials, or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credit.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 386.

[2]DOT Volume II, page 488.

INSTRUCTOR, WEAVING (education) 683.228 Teaches workers to operate loom, employing knowledge of weaving techniques.[1]

Area of Work: Education[2]

Worker Trait Group: Industrial Training[2]

Highlights of Work Performed:
1. Activities involve providing specialized training in the proper functioning or execution of machines, equipment, systems, procedures, processes, and/or methods.
2. Typically, recipients of instruction are new employees, tenure employees, or customers.

Highlights of Worker Requirements:
Intellectual capacity to acquire necessary vocational background; manual dexterity, eye-hand-foot coordination, and spatial ability to demonstrate equipment, interest in communicating ideas to people; and an analytical mind to organize facts in answering trainee's questions and plan programs of instruction.

Clues for Relating Applicants and Requirements:
Proficiency in expressing ideas verbally; expressed preference for public-contact work; successful work experience in lower level jobs in specific field.

Highlights of Training and Methods of Entry:
1. Background in the vocational specialty is generally required for entry into this group.
2. Individuals who excel at their work and exhibit a facility for explaining things to others and solving problems that arise in work situations are the type of potential employees an employer notices.

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[1]DOT Volume I, page 386.

[2]DOT Volume II, page 335.

LABORATORY TESTER (textile) 689.384 Tests textile fibers and yarn at any stage in yarn-manufacturing process to determine conformance to standards. (Also referred to as roving-tester, laboratory; test-room man; yarn checker.)[1]

Area of Work: Clerical[2] Worker Trait Group: Inspecting and Stock Checking[2]

Highlights of Work Performed:
1. Work activities involve examining materials, inspecting products to verify adherence to material and assembly standards and testing products and equipment to verify adherence to functional specifications. Precision measuring instruments and test apparatus are commonly used.
2. Certain inspection situations may entail the solving of practical problems involving abstract and concrete principles in order to interpret specifications and inspection data related to specific products or standards.

Highlights of Worker Requirements:
Numerical skill and clerical aptitude to prepare inventory or inspection data and keep accurate and legible records; space and color perception to make discriminations; some combination of finger and manual dexterity and eye-hand coordination to use test apparatus and precision instruments; precision and accuracy working to close detail.

Clues for Relating Applicants and Requirements:
Interest in technical subjects; demonstrated ability to work with written specifications or standards involving set limits and tolerances; successful completion of such high school courses as blueprint reading, mechanical drawing, shop mathematics, and bookkeeping.

Highlights of Training and Methods of Entry:
1. Entry generally requires familiarity with specific materials, products, or standards acquired through experience in lower level positions.
2. Some education or vocational training in such subjects as mechanical drawing, blueprint reading, and shop mathematics is generally considered essential.

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[1]DOT Volume I, page 404.

[2]DOT Volume II, page 271.

MODEL (garment; ret. tr.; whole. tr.) 297.868 Models garments, such as dresses, coats, underclothing, swimwear, and suits for garment designers, BUYERS II (ret. tr.; whole. tr.), sales personnel, and customers. (Also referred to as clothes model; fashion model; house model; manikin; mannequin; merchandise model.)[1]

Area of Work: Entertainment[2]

Worker Trait Group: Modeling and Related Work[2]

Highlights of Work Performed:

1. Work activities involve displaying the human body or parts thereof for decorative, artistic, or similar purposes.
2. Typical activities would be posing for artists and sculptors; wearing apparel before prospective customers; and standing in place for actors and actresses while set lighting is arranged.

Highlights of Worker Requirements:

An attractive or distinctive appearance; personal stamina; the ability to adjust to routine; repetitive work; poise; the ability to understand and follow instructions.

Clues for Relating Applicants and Requirements:

Attractive or distinctive appearance; chic manner of dressing; beauty contest contestant; dancing proficiency.

Highlights of Training and Methods of Entry:

1. There are numerous professional modeling and charm schools throughout the country that offer intensive training in the fine points of modeling. Most of these schools maintain connections with modeling agencies and similar organizations that funnel individuals into the labor market.
2. On occasion, the larger organizations who employ models will hire an untrained person on the basis of appearance and potential, and train the individual themselves.

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[1]DOT Volume I, page 476.

[2]DOT Volume II, page 408.

PRESSER, HAND (any ind.) 363.884 Presses articles, such as drapes, knit goods, millinery parts, parachutes, garments and slip covers, or delicate textiles, such as lace, rayons, and silks to remove wrinkles, flatten seams and give shape to article, using hand iron. (Also referred to as finisher, hand; ironer, hand.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Manipulating[2]

Highlights of Work Performed:

1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:

Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:

Success in craft courses in school; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:

1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1] DOT Volume I, page 557.

[2] DOT Volume II, page 322.

SALESPERSON, CORSETS (ret. tr.) 263.358 Sells corsets, girdles, brassieres and other foundation garments, performing duties as described under SALESPERSON. (Also referred to as corsetier.)[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credit.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the workers ability as he learns.

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[1]DOT Volume I, page 619.

[2]DOT Volume II, page 488.

SALESPERSON, FASHION ACCESSORIES (ret. tr.) 263.358 Sells women's fashion accessories such as belts, costume jewelry, gloves, handbags and scarfs, performing duties as described under SALESPERSON.[1]

Area of Work: Merchandising[2]

Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 620.

[2]DOT Volume II, page 488.

SALESPERSON, INFANTS' AND CHILDREN'S WEAR (ret. tr.) 263.458 Sells infants' and children's wearing apparel, nursery furniture, and bedding, performing duties as described under SALESPERSON.[1]

Area of Work: Merchandising

Worker Trait Group: Demonstration and Sales Work

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 620.

[2]DOT Volume II, page 488.

SALESPERSON, MEN'S AND BOYS' CLOTHING (ret. tr.) 263.458 Sells men's and boys' outer garments, such as suits, trousers and coats, performing duties as described under SALESPERSON.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials, or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 620.

[2]DOT Volume II, page 488.

SALESPERSON, MEN'S FURNISHINGS (ret. tr.) 263.358 Sells men's furnishings such as neckties, shirts, belts, hats and accessories, performing duties as described under SALESPERSON. (Also referred to as haberdasher.)[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 620.

[2]DOT Volume II, page 488.

SALESPERSON, MILLINERY (ret. tr.) 263.458 Displays, fits and sells women's hats and related accessories, performing duties as described under SALESPERSON.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials, or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credit.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 620.

[2]DOT Volume II, page 488.

SALESPERSON, SHOE (ret. tr.) 263.358 Fits and sells shoes, boots and other footwear, performing duties as described under SALESPERSON. (Also referred to as shoe clerk.)[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 621.

[2]DOT Volume II, page 488.

SALESPERSON, WOMEN'S GARMENTS (ret. tr., whole. tr.) 263.458 Sells women's clothing, such as coats, suits, formal gowns, and dresses, performing duties as described under SALESPERSON. (Also referred to as salesperson, ladies' wear.)[1]

Area of Work: Merchandising[2]

Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials, or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 621.

[2]DOT Volume II, page 488.

SALESPERSON, YARD GOODS (ret. tr.) 263.458 Sells yard goods made from cotton, linen, wool, silk, synthetic fibers and other materials, performing duties as described under SALESPERSON.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials, or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 621.

[2]DOT Volume II, page 488.

SEAMSTRESS (any ind.) 785.381 Makes, alters and repairs garments, such as coats, corsets, dresses or skirts according to pattern or customer specifications, using sewing machine or by hand sewing.[1]

Area of Work: Crafts[2]

Worker Trait Group: Craftsmanship and Related Work[2]

Highlights of Work Performed:

1. Activities are characterized by the emphasis placed upon manual skills, and the application of an organized body of knowledge related to materials, tools, and principles associated with various crafts.

Highlights of Worker Requirements:

Ability to learn and apply craft techniques, processes and principles; ability to assume responsibility for attainment of prescribed qualitative standards; ability to apply shop mathematics to practical problems; form perception as required in such activities as inspecting finished work to verify acceptability; and some combination of finger and manual dexterity and eye-hand coordination to use handtools and manually controlled power tools.

Clues for Relating Applicants and Requirements:

Successful completion of high school industrial arts or vocational education courses; military training and experience in craft-related activities; preference for work activities offering tangible productive satisfaction.

Highlights of Training and Methods of Entry:

1. Apprenticeships providing 2 to 6 years of on-the-job training and trade instruction are generally the best method of entry.
2. Many firms have on-the-job training programs in which entry workers are placed under the supervision of a journeyman or a foreman and are advanced.
3. Training received in vocational, trade, or technical schools or the armed services enhance entry and advancement prospects.
4. Craftsmen who become thoroughly familiar with all aspects of their trade through apprenticeship training generally stand the best chance for advancement to supervisory positions.

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[1]DOT Volume I, page 634.

[2]DOT Volume II, page 312.

SEAMSTRESS, WOMEN'S GARMENT ALTERATIONS (ret. tr.) 785.381 Alters women's ready-to-wear garments as instructed. (Also referred to as alteration finisher; alteration, hand; cloak fitter; dress hand; dressmaker, women's alteration department; dressworker, garment finisher; gown worker; seamstress; stockwork finisher; tailoress; tailor, ladies'; tailor, women's garments; women's clothing finisher; women's-garment alterer.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Craftsmanship and Related Work[2]

Highlights of Work Performed:

1. Activities are characterized by the emphasis placed upon manual skills, and the application of an organized body of knowledge related to materials, tools, and principles associated with the various craft.

Highlights of Worker Requirements:

Ability to learn and apply craft techniques, processes and principles; ability to assume responsibility for attainment of prescribed qualitative standards; ability to apply shop mathematics to practical problems; form perception as required in such activities as inspecting finished work to verify acceptability; and some combination of finger and manual dexterity and eye-hand coordination to use handtools and manually controlled power tools.

Clues for Relating Applicants and Requirements:

Successful completion of high school industrial arts or vocational education courses; military training and experience in craft-related activities; preference for work activities offering tangible productive satisfaction.

Highlights of Training and Methods of Entry:

1. Apprenticeships providing 2 to 6 years of on-the-job training and trade instruction are generally the best method of entry.
2. Many firms have on-the-job training programs in which entry workers are placed under the supervision of a journeyman or a foreman and are advanced.
3. Training received in vocational, trade, or technical schools or the armed services enhance entry and advancement prospects.
4. Craftsmen who become thoroughly familiar with all aspects of their trade through apprenticeship training generally stand the best chance for advancement to supervisory positions.

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[1]DOT Volume I, page 635.

[2]DOT Volume II, page 312.

SEWER, CLOTH-COVERED BUTTONS (button) 734.884 Makes novelty buttons by covering perforated button shells with cloth and fastening cloth to shells, using needle and thread.[1]

Area of Work: Crafts[2] Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards although all these factors are fairly obvious.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 641.

[2]DOT Volume II, page 322.

SEWING MACHINE OPERATOR, ALL AROUND (any ind.) 787.782 Operates various sewing machines to join, gather, hem, reinforce, or decorate product, such as garments, upholstery, awnings, or textile bags and tends machines that perform specific functions, such as cutting out and sewing buttonholes or attaching snap fasteners to fabrics. (Also referred to as floor girl; floor lady; lead girl)[1]

Area of Work: Machine Work[2]

Worker Trait Group: Operating-Controlling[2]

Highlights of Work Performed:
1. Work activities involve setting up, starting, adjusting, watching, and stopping machines and equipment to fabricate or process materials and products.
2. Involved with one kind of machine including selecting and installing tools and holding devices.
3. Observation of the machine and making necessary adjustments to allow for variables.
4. Removing materials or products from the machine and checking accuracy.
5. Blueprints and work orders are used frequently.

Highlights of Worker Requirements:
Ability to understand the functional nature of machines and to visualize the relationship of parts; ability to perceive differences in shapes, textures, and surfaces; manual and finger dexterity; ability to coordinate movement of eyes, hands, and feet; intelligence to understand and follow written and oral instructions.

Clues for Relating Applicants and Requirements:
Good eyesight and overall good physical condition; successful completion of machine shop course in high school; reading habits, such as an interest in machine trade publications.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs.
2. Experience as a machine tender or helper.
3. Supervised on-the-job training and technical instruction are often provided and serve as excellent training for entry into this field.

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[1]DOT Volume I, page 642.

[2]DOT Volume II, page 435.

WARDROBE ATTENDANT (amuse. & rec.) 346.878 Cleans, presses, mends and alters costumes of DANCERS and minor women players in theatrical productions, such as musicals, ice or high-club shows.[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
A majority of these activities require either direct contact or close association with the recipient of the service. (See above.)

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner in dealing with the public; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; casual work experience; expressed preference for public-contact work; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
1. Most employers prefer people with 2 or 3 years of high school.
2. Special courses given by vocational schools, hotel and restaurant associations, and individual establishments are considered good preparation.
3. Health certificates are frequently required.

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[1]DOT Volume I, page 779.

[2]DOT Volume II, page 507.

WARDROBE MISTRESS (amuse. & rec.) 346.878 Attends to costumes of women members of cast of theatrical production.[1]

Area of Work: Personal Services[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
A majority of these activities require either direct contact or close association with the recipient of the service. (See above.)

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner in dealing with the public; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; casual work experience; expressed preference for public-contact work; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
1. Most employers prefer people with 2 or 3 years of high school.
2. Special courses given by vocational schools, hotel and restaurant associations, and individual establishments are considered good preparation.
3. Health certificates are frequently required.

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[1]DOT Volume I, page 779.

[2]DOT Volume II, page 507.

WARDROBE-MISTRESS ASSISTANT (motion pic.; radio & tv broad.) 346.878 Aids COSTUMER in selecting costumes for and fitting them to performers. (Also referred to as costumer assistant; custodian, wardrobe; wardrobe, draper; wardrobe girl.)[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
Activities require either direct contact or close association with the recipient of the service. (See above.)

Highlights of Worker Requirements:
Ability and willingness to take, understand and follow orders; a courteous and cheerful manner in dealing with the public; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; expressed preference for public-contact work; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
1. Most employers prefer people with 2 or 3 years of high school.
2. Special courses given by vocational schools, hotel and restaurant associations, and individual establishments are considered good preparation.
3. Health certificates are frequently required.

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[1]DOT Volume I, page 779.

[2]DOT Volume II, page 507.

WARDROBE-SPECIALTY WORKER (motion pic.) 346.381 Makes, repairs, alters and revamps special wardrobe items and accessories, such as military hats and caps, badges, shoes, belts, and leather pouches, or other leather suede and canvas items, using handtools and power sewing machines.[1]

Area of Work: Crafts[2]

Worker Trait Group: Craftsmanship and Related Work[2]

Highlights of Work Performed:

1. Activities are characterized by the emphasis placed upon manual skills, and the application of an organized body of knowledge related to materials, tools, and principles associated with various crafts.

Highlights of Worker Requirements:

Ability to learn and apply craft techniques, processes and principles; ability to assume responsibility for attainment of prescribed qualitative standards; form perception as required in such activities as inspecting finished work to verify acceptability; and some combination of finger and manual dexterity and eye-hand coordination to use handtools and manually controlled power tools.

Clues for Relating Applicants and Requirements:

Successful completion of high school industrial arts or vocational education courses; military training and experience in craft-related activities; preference for work activities offering tangible productive satisfaction.

Highlights of Training and Methods of Entry:

1. Apprenticeships providing 2 to 6 years of on-the-job training and trade instruction are generally the best methods of entry.
2. Many firms have on-the-job training programs in which entry workers are placed under the supervision of a journeyman or a foreman and are advanced.
3. Training received in vocational, trade, or technical schools or the armed services enhance entry and advancement prospects.
4. Craftsmen who become thoroughly familiar with all aspects of their trade through apprenticeship training generally stand the best chance for advancement to supervisory positions.

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[1]DOT Volume I, page 779.

[2]DOT Volume II, page 312.

WEAVER, HAND (per. ser.) 782.781 Weaves threads or patches into fabric articles to repair holes, tears or worn places, using weavers' hand needles. (Also referred to as French weaver; inweaver; overweaver; repair weaver; reweaver; section weaver; thread weaver.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Precision Work[2]

Highlights of Work Performed:
1. Activities involve working with the hands, handtools, or work aids according to prescribed standards.
2. Although the techniques and procedures are established, the responsibility for achievement of the ultimate goal rests with the individual worker and considerable judgment must be exercised in adjusting the established techniques to the task at hand.

Highlights of Worker Requirements:
An interest in working with the hands; manual and finger dexterity; eye-hand coordination; the ability to perceive small differences in things and objects and spatial relationships; and the ability to work to prescribed tolerances and rigid standards.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale models of objects.

Highlights of Training and Methods of Entry:
1. Intensive on-the-job training in required techniques and methods is the most common way of entry.
2. Apprenticeship programs and work experience in jobs of lesser complexity are also common stepping stones.

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[1]DOT Volume I, page 787.

[2]DOT Volume II, page 319.

WOMEN'S-GARMENT DESIGNER (ret. tr.) 142.081 Designs custom-styled women's garments according to clients' measurements and fashion preferences. Fits partially-completed garment on client and marks alterations necessary to achieve perfect fit to client's satisfaction. May design single garment or entire wardrobe for client. (Also referred to as couturiere; couturier.)[1]

Area of Work: Art[2]

Worker Trait Group: Art Work[2]

Highlights of Work Performed:

1. Involves the creative expression of ideas, feelings, and moods in artistic designs, objects, and arrangements.
2. Commercial arts are characteristically concerned with the creation and reproduction of commercial and industrial designs involving adherence to technical requirements of functional limitations.

Highlights of Worker Requirements:

Significant combination of: aesthetic appreciation; creative imagination; artistic judgment concerning harmony of color and line; eye-hand coordination and finger and manual dexterity to paint or draw and to use hand-tools; perception of form and design; color discrimination to perceive differences in hue, shade and value; and spatial aptitude to visualize and depict three-dimensional objects and arrangements on two-dimensional surfaces.

Clues for Relating Applicants to Requirements:

Demonstrated artistic ability, including hobbies, particularly if artwork has won prizes or been sold.

Highlights of Training and Methods of Entry:

1. Vocational high schools, art schools, institutes awarding diplomas upon completion of 2 or 3 years of theory and practice provide preparation for positions in commercial art.
2. Commercial artists may find employment in printing and publishing houses, greeting card companies, advertising agencies, commercial art studios, department stores, and Government agencies.
3. Specialized skills, such as lettering, illustrating or typography enhance employment prospects. Advancement involving planning and layout work depends largely on development or artistic and technical skills through experience and on-the-job training.
4. Art Schools offering 4 years of study, connected with colleges or universities, commonly award the bachelor of fine arts degree which is considered preparation for entry into fine art-work.

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[1]DOT Volume I, page 801.

[2]DOT Volume II, page 232.

WOMEN'S-GARMENT FITTER (ret. tr.) 785.381 Fits women's ready-to-wear garments on customers. (Also referred to as dress and coat fitter; ladies' ready-to-wear fitter; ladies' wear fitter; women's-clothing fitter; women's-garment alteration fitter.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Craftsmanship and Related Work[2]

Highlights of Work Performed:

1. Activities are characterized by the emphasis placed upon manual skills, and the application of an organized body of knowledge related to materials, tools, and principles associated with various crafts.

Highlights of Worker Requirements:

Ability to learn and apply craft techniques, processes and principles; ability to assume responsibility for attainment of prescribed qualitative standards; ability to apply mathematics to practical problems; form perception as required in such activities as inspecting finished work to verify acceptability; and some combination of finger and manual dexterity and eye-hand coordination to use handtools and manually controlled power tools.

Clues for Relating Applicants and Requirements:

Successful completion of high school industrial arts or vocational education courses; military training and experience in craft-related activities; preference for work activities offering tangible productive satisfaction.

Highlights of Training and Methods of Entry:

1. Apprenticeships providing 2 to 6 years of on-the-job training and trade instruction are generally the best method of entry.
2. Many firms have on-the-job training programs in which entry workers are placed under the supervision of a journeyman or a foreman and are advanced.
3. Training received in vocational, trade, or technical schools or the armed services enhance entry and advancement prospects.
4. Craftsmen who become thoroughly familiar with all aspects of their trade through apprenticeship training generally stand the best chance for advancement to supervisory positions.

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[1]DOT Volume I, page 801.

[2]DOT Volume II, page 312.

# PART III

## HOME ECONOMICS-RELATED OCCUPATIONS

## in

## FOODS AND NUTRITION

Number of Occupations Described: 48

ANALYST, FOOD AND BEVERAGE (hotel & rest.) 310.287 Examines food samples and food service records and other data to determine sales appeal and cost of preparing and serving meals and beverages in establishments, such as restaurants and cafeterias or for chain of food establishments. (Also referred to as research worker, kitchen.)[1]

Area of Work: Investigating[2]

Worker Trait Group: Appraising and Investigating Work[2]

Highlights of Work Performed:
1. Activities involve applying a knowledge of the principles and techniques pertinent to merchandising, in order to appraise the worth of or investigate the condition or state of objects, systems, activities and procedures.
2. Also involves verifying compliance with laws and standards and recommending remedial action.

Highlights of Worker Requirements:
Intelligence and verbal facility to understand, learn, and apply concepts and procedures; numerical skill to apply mathematics to the investigation of specific situations.

Clues for Relating Applicants and Requirements:
Successful experience of a technical or quasi-technical nature in specific fields; preference for analytical work as demonstrated by work history and interest; demonstrated ability and willingness to accept decision-making responsibilities.

Highlights of Training and Methods of Entry:
Entry is usually achieved by a record of successful technical preparation and/or experience in lower level positions which has enabled the individual to acquire a complete working knowledge of the field of endeavor under consideration.

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[1]DOT Volume I, page 14.

[2]DOT Volume II, page 420.

BAKER (bake. prod.) 526.781 Mixes and bakes ingredients according to recipes to produce bread, pastries, and other baked goods.[1]

Area of Work: Crafts[2]

Worker Trait Group: Precision Working[2]

Highlights of Work Performed:
1. Activities involve working with the hands, handtools, or work aids according to prescribed standards.
2. Although the techniques and procedures are established, the responsibility for achievement of the ultimate goal rests with the individual worker and considerable judgment must be exercised in adjusting the established techniques to the task at hand.

Highlights of Worker Requirements:
An interest in working with the hands; manual and finger dexterity; eye-hand coordination; the ability to perceive small differences in things and objects and spatial relationships; and the ability to work to prescribed tolerances and rigid standards.

Clues for Relating Applicants and Requirements:
Success in craft courses in school.

Highlights of Training and Methods of Entry:
1. Intensive on-the-job training is required in techniques and methods being the most common way of entry.
2. Apprenticeship programs and work experience in jobs of lesser complexity are also common stepping stones.

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[1]DOT Volume I, page 36.

[2]DOT Volume II, page 319.

BAKER (hotel & rest.) 313.781 Prepares bread, rolls, muffins, and biscuits according to recipe. (Also referred to as baker, bread; bread maker; ovenman.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Precision Working[2]

Highlights of Work Performed:
1. Activities involve working with the hands, handtools, or work aids according to prescribed standards.
2. Although the techniques and procedures are established, the responsibility for achievement of the ultimate goal rests with the individual worker and considerable judgment must be exercised in adjusting the established techniques to the task at hand.

Highlights of Worker Requirements:
An interest in working with the hands; manual and finger dexterity; eye-hand coordination; the ability to perceive small differences in things and objects and spatial relationships; and the ability to work to prescribed tolerances and rigid standards.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale models of objects.

Highlights of Training and Methods of Entry:
1. Intensive on-the-job training in required techniques and methods is the most common way of entry.
2. Apprenticeship programs and work experience in jobs of lesser complexity are also common stepping stones.

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[1]DOT Volume I, page 36-37.

[2]DOT Volume II, page 319.

BAKER, HEAD (hotel & rest.) 313.138 Supervises and coordinates activities of personnel in bread-baking department. (Also referred to as baker, bread, chief; baker chef.)[1]

Area of Work: Managerial[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 37.

[2]DOT Volume II, page 461.

BAKER, HELPER (hotel & rest.) 313.884 Performs any combination of the several tasks in production of baked goods.[1]

Area of Work: Crafts[2]

Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale-model boats and airplanes; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 37.

[2]DOT Volume II, page 322.

CHEF (hotel & rest.) . 313.131 Supervises, coordinates and participates in activities of cooks and other kitchen personnel engaged in preparing and cooking foods in hotel restaurant, cafeteria, or other establishment. (Also referred to as cook, chief; kitchen chef.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
1. Activities involve supervising and coordinating the activities of workers.
2. Skill in the particular field of work and in the use of materials, tools and machines involved is essential because workers are frequently required to participate in the work of their subordinates.

Highlights of Worker Requirements:
Ability to understand, learn, and apply the techniques appropriate to the field of work supervised; ability to communicate this knowledge to the persons supervised; ability to demonstrate efficient technical "know-how" or work along with subordinates in difficult phases of a job; initiative and drive; and ability to maintain harmony in working relationships and among workers.

Clues for Relating Applicants and Requirements:
Good physical condition; success as worker in applicable trade or craft; vocational training in school; desire for recognition; leadership in school, organization, or community activities.

Highlights of Training and Methods of Entry:
1. Individuals usually enter into supervisory work of this type from the worker ranks since skill in the appropriate trade or craft and mastery of its tools and machines is of paramount importance.
2. Training may be finished by the employer either on the job or in formalized courses.
3. It also may be procured by the employee on his own initiative in technical or other appropriate schools.

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[1]DOT Volume I, page 120.

[2]DOT Volume II, page 299.

COMBINATION MAN (hotel & rest.) 314.878 Prepares food and serves restaurant patrons at counters or tables. (Feminine title: Combination Girl)[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
1. Work activities involve attending to the personal needs and desires of individuals in regard to their consumption of food and drink in public places.
2. A majority of these activities require either direct contact or close association with the recipient of the service.

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner in dealing with the public; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; casual work experience waiting on tables; expressed preference for public-contact work; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
1. Most employees prefer people with 2 or 3 years of high school.
2. Special courses given by vocational schools, hotel and restaurant associations, and individual establishments are considered good preparation.

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[1]DOT Volume I, page 150.

[2]DOT Volume II, page 507.

COOK HEAD, SCHOOL CAFETERIA (hotel & rest.) 313.138 Supervises and coordinates activities of workers engaged in preparing, cooking and serving food in school cafeteria. (Also referred to as head cook, school.)[1]

Area of Work: Managerial[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 165.

[2]DOT Volume II, page 461.

COOK HELPER (hotel & rest.) I 317.887 Assists workers engaged in preparing foods for hotels, restaurants, or ready-to-serve packages by performing any combination of several tasks.[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required, and workers generally receive a short demonstration or explanation.
2. Personal characteristics very often play a significant part.
3. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 165.

[2]DOT Volume II, page 360.

COOK HELPER, PASTRY (hotel & rest.) II 313.887 Assists pastry shop workers, performing any combination of several tasks. (Also referred to as bakeshop, cleaner; pastry helper.)[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required and workers generally receive a short demonstration or explanation.
2. Personal characteristics very often play a significant part.
3. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 165.

[2]DOT Volume II, page 360.

COOK, SCHOOL CAFETERIA (hotel & rest.) 313.381 Prepares soup, meats, vegetables, salads, dressing and desserts for consumption in school cafeteria, specializing in providing lightly seasoned, nutritionally adequate and varied diet. Inspects equipment for cleanliness and proper functional operation.[1]

Area of Work: Crafts[2]

Worker Trait Group: Cooking and Related Work[2]

Highlights of Work Performed:
Activities involve planning and preparing meals in private homes or in restaurants, hotels, camps, and other places serving large numbers of people.

Highlights of Worker Requirements:
Ability to learn the theory and techniques of food preparation and ability to plan menus and to compute quantities and cost to order supplies; form perception to examine food and to prepare food arrangements or displays; finger and manual dexterity to use kitchen tools, appliances, and utensils; wear a uniform; good health.

Clues for Relating Applicants and Requirements:
Successful completion of high school home economics course; cooking or baking contest awards; cooking experience in the military service.

Highlights of Training and Methods of Entry:
1. Working in a kitchen under the direction of a fully qualified worker.
2. Cooks in large hotels and restaurants usually are graduates of cooking schools or institutes which require graduation from the eighth grade.
3. High school or college home economics graduates can enter this field and become proficient after on-the-job training.
4. Apprenticeships are also available in the metropolitan areas.

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[1]DOT Volume I, page 164.

[2]DOT Volume II, page 310.

COOK, SHORT ORDER (hotel & rest.) 314.381 Prepares and cooks to order all kinds of foods which require only a short time to prepare. (Also referred to as griddleman.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Cooking and Related Work[2]

Highlights of Work Performed:
Activities involve planning and preparing meals in private homes or in restaurants, hotels, camps, and other places serving large numbers of people.

Highlights of Worker Requirements:
Ability to learn the theory and techniques of food preparation and ability to plan menus and to compute quantities and cost to order supplies; form perception to examine food and to prepare food arrangements or displays; finger and manual dexterity to use kitchen tools, appliances, and utensils; wear a uniform; good health.

Clues for Relating Applicants and Requirements:
Successful completion of high school home economics course; cooking or baking contest awards; cooking experience in the military service.

Highlights of Training and Methods of Entry:
1. Working in a kitchen under the direction of a fully qualified worker.
2. Cooks in large hotels and restaurants usually are graduates of cooking schools or institutes which require graduation from the eighth grade.
3. High school or college home economics graduates can enter this field and become proficient after on-the-job training.
4. Apprenticeships are also available in the metropolitan areas.

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[1]DOT Volume I, page 166.

[2]DOT Volume II, page 310.

COOK, SPECIALTY (hotel & rest.) 314.781 Prepares specialty foods, such as pizzas, fish and chips, tacos, pasties, (Cornish meat pies) according to recipes and specific methods applicable to type of cookery.[1]

Area of Work: Crafts[2]

Worker Trait Group: Precision Work[2]

Highlights of Work Performed:
1. Activities involve working with the hands, handtools, or work aids according to prescribed standards.
2. Although the techniques and procedures are established, the responsibility for achievement of the ultimate goal rests with the individual worker and considerable judgment must be exercised in adjusting the established techniques to the task at hand.

Highlights of Worker Requirements:
An interest in working with the hands; manual and finger dexterity; eye-hand coordination; the ability to perceive small differences in things and objects and spatial relationships; and the ability to work to prescribed tolerances and rigid standards.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale models of objects.

Highlights of Training and Methods of Entry:
1. Intensive on-the-job training in required techniques and methods is the most common way of entry.
2. Apprenticeship programs and work experiences in jobs of lesser complexity are also common stepping stones.

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[1]DOT Volume I, page 166.

[2]DOT Volume II, page 319.

COOK, SPECIALTY, FOREIGN FOODS (hotel & rest.) 313.381 Plans menus and cooks foreign-style dishes, dinners, desserts, and other foods according to recipes.[1]

Area of Work: Crafts[2] Worker Trait Group: Cooking and Related Work[2]

Highlights of Work Performed:
Activities involve planning and preparing meals in private homes or in restaurants, hotels, camps, and other places serving large numbers of people.

Highlights of Worker Requirements:
Ability to learn the theory and techniques of food preparation and ability to plan menus and to compute quantities and cost to order supplies; form perception to examine food and to prepare food arrangements or displays; finger and manual dexterity to use kitchen tools, appliances, and utensils; wear a uniform; good health.

Clues for Relating Applicants and Requirements:
Successful completion of high school home economics course; cooking or baking contest awards; cooking experience in the military service.

Highlights of Training and Methods of Entry:
1. Working in a kitchen under the direction of a fully qualified worker.
2. Cooks in large hotels and restaurants usually are graduates of cooking schools or institutes which require graduation from the eighth grade.
3. High school or college home economics graduates can enter this field and become proficient after on-the-job training.
4. Apprenticeships are also available in the metropolitan areas.

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[1] DOT Volume I, page 166.

[2] DOT Volume II, page 310.

COUNTERMAN, CAFETERIA (hotel & rest.) 311.878 Serves food from counters and steam tables to cafeteria patrons. (Also referred to as counter attendant; dish-up man, cafeteria; server; steam-table attendant.) Feminine title: COUNTERGIRL, CAFETERIA. May prepare and serve salads and be known as salad girl, cafeteria; salad man, cafeteria.[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
Work activities involve attending to the personal needs and desires of individuals. A majority of these activities require either direct contact or close association with the recipient of the service.

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner in dealing with the public; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; casual work experience waiting on tables; expressed preference for public-contact work; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
Most employers prefer people with 2 or 3 years of high school.
Special courses given by vocational schools, hotel and restaurant associations, and individual establishments are considered good preparation.
Health certificates are frequently required.

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[1]DOT Volume I, page 173.

[2]DOT Volume II, page 507.

COUNTERMAN, LUNCHROOM OR COFFEE SHOP (hotel & rest.) 311.878 Serves food to diners seated at counters. (Also referred to as counterman, coffee shop or lunchroom; waiter, counter.)[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
1. Work activities involve attending to the personal needs and desires of individuals in regard to their consumption of food and drink in public places.
2. A majority of these activities require either direct contact or close association with the recipient of the services.

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner in dealing with the public; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; casual work experience waiting on tables; expressed preference for public-contact work; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
1. Most employers prefer people with 2 or 3 years of high school.
2. Special courses given by vocational schools, hotel and restaurant associations, and individual establishments are considered good preparation.
3. Health certificates are frequently required.

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[1]DOT Volume I, page 173.

[2]DOT Volume II, page 507.

COUNTER SUPERVISOR (hotel & rest.) 311.138 Supervises and coordinates activities of workers engaged in serving food from cafeteria counter.[1]

Area of Work: Managerial[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 174.

[2]DOT Volume II, page 461.

DEMONSTRATOR (ret. tr.; whole. tr.) 297.458 Creates buying interest on part of public by demonstrating and explaining qualities and functions of merchandise. (May be designated as bakery demonstrator; food demonstrator.)[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments, some involve telephoning, going from door to door, or making appointments and visiting the customer to make sales.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individuals excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 193.

[2]DOT Volume II, page 488.

DIETARY CONSULTANT (profess. & kin.) 077.128 Advises and assists public and private establishments, such as child care centers, hospitals, nursing homes, and schools, on food service management and nutritional problems in group feeding. (Also referred to as consultant, dietitian; institutional-nutrition consultant.)[1]

Area of Work: Education and Training[2] Worker Trait Group: Supervisory and Instructive Work[2]

Highlights of Work Performed:
1. Activities involve planning, organizing, and conducting educational and training programs in such fields as nursing, dietetics, medical technology, or health, and supervising personnel engaged in rendering services in these fields.
2. Employment may be in a clinic, hospital, school, public or private health agency, or industrial organization.

Highlights of Worker Requirements:
Intellectual capacity to acquire the necessary professional, technological, and academic background in appropriate subject matter and in teaching techniques; the ability to impart this knowledge in an instructive, advisory, demonstrative, or supervisory situation; organizational ability; and interest in the health and welfare of people.

Clues for Relating Applicants and Requirements:
Good health; desire to help others; facility in communicating ideas; professional or technical training in an applicable field, such as nursing, public health, dietetics, or medical technology.

Highlights of Training and Methods of Entry:
1. Experience in an appropriate field of work, such as nursing, dietetics, public health, or medical technology, is essential for entry into supervisory and instructive work in these fields.
2. Courses in education or supervisory practices may be required.

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[1]DOT Volume I, page 202.

[2]DOT Volume II, page 333.

DIET CLERK (medical ser.) 079.588 Compiles dietary information for use by kitchen personnel in preparation of foods for hospital patients. (Also referred to as diet aid.)[1]

Area of Work: Clerical[2] Worker Trait Group: Routine Checking and Recording[2]

Highlights of Work Performed:
Activities involve checking, entering, and posting verbal and numerical data on stocklists, ledgers, registers, and similar standardized record forms, and performing related routine clerical duties.

Highlights of Worker Requirements:
Common sense to learn and follow routine clerical procedures; verbal ability and clerical aptitude to keep accurate and legible records and to perform such tasks as sorting bills, receipts, and invoices; temperament to perform repetitive work requiring constant and close attention to clerical details; and numerical ability to perform simple arithmetic when required.

Clues for Relating Applicants and Requirements:
Experience in any activity involving elemental records keeping; preference for routine, organized work situation; legible handwriting; neat appearance and apparent predisposition toward orderliness.

Highlights of Training and Methods of Entry:
1. High school courses, such as bookkeeping and typing to provide familiarity with clerical skills.
2. Up to 3 months on-the-job experience to familiarize entry workers with clerical procedures and forms used in specific establishments.

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[1]DOT Volume I, page 202.

[2]DOT Volume II, page 289.

DIETETIC INTERN (profess. & kin.) 077.168 Performs duties in planning and directing food service programs for specified length of time to gain practical experience, immediately following graduation from a university, as an additional qualification for employment as a DIETITIAN.[1]

Area of Work: Business[2]

Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:
1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:
Ability to plan, initiate, and execute programs, ability to understand, interpret, and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants and Requirements:
Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management; leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:
1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 202.

[2]DOT Volume II, page 245.

DIETITIAN (profess. & kin.) 077.168 Plans and directs food service programs in hospitals, schools, restaurants, and other public or private institutions.

Area of Work: Business[2]

Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:
1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:
Ability to plan, initiate, and execute programs, ability to understand, interpret, and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people in order to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants and Requirements:
Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management; leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:
1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 202.

[2]DOT Volume II, page 245.

DIETITIAN, ADMINISTRATIVE (profess. & kin.) 077.168 Organizes, plans, and directs food-service programs, applying principles of nutrition and management to menu planning and food preparation and service, and instructs individuals and groups in application of principles of nutrition.[1]

Area of Work: Business[2]

Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:

1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:

Ability to plan, initiate, and execute programs, ability to understand, interpret, and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people in order to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants to Requirements:

Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management; leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:

1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 202.

[2]DOT Volume II, page 245.

DIETITIAN, CHIEF (profess. & kin.) 077.118 Administers, plans, and directs activities of department providing quantity food service.[1]

Area of Work: Business[2]

Worker Trait Group: Administration[2]

Highlights of Work Performed:
1. Activities involve formulating and carrying out administrative principles, practices and techniques in an organization.
2. Activities entail program planning, allocation of responsibilities to organizational components, monitoring the internal activities of these components and coordinating their achievements that will insure success of the overall objective.

Highlights of Worker Requirements:
Organizational ability to plan, formulate, and execute policies and programs; capacity to acquire knowledge of various administrative concepts and practices and successfully apply them to organizational environments; verbal facility to deal effectively with persons at all levels; facility with numbers to prepare and review various financial and material reports; ability to relate to people in a manner to win their confidence; and flexibility to adjust to changing conditions and to be able to solve complex problems.

Clues for Relating Applicants and Requirements:
Successful achievement and advancement in lower level jobs in similar or related fields; educational background that includes business or governmental administration coursework; extracurricular or leisure-time activities and positions held that have afforded opportunities to acquire organizational background and skills.

Highlights of Training and Methods of Entry:
1. Applicants frequently enter after years of experience, working up from lower level positions because they have become familiar with the policies and have shown experience, initiative, judgment and organizational ability.
2. Many organizations have established administrative training programs. They hire promising college graduates, usually those with a degree in business administration, and funnel them through a training program designed to familiarize them with the functions of all phases of the organizational network.

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[1]DOT Volume I, page 202.

[2]DOT Volume II, page 237.

DIETITIAN, TEACHING (profess. & kin.) 077.128 Plans, organizes and conducts educational programs in dietetics, nutrition, and institution management for DIETETIC INTERNS, nursing students, and other medical personnel.[1]

Area of Work: Education and Training[2] Worker Trait Group: Supervising and Instructive Work[2]

Highlights of Work Performed:
1. Activities involve planning, organizing, and conducting educational and training programs in such fields as nursing, dietetics, medical technology, or health, and supervising personnel engaged in rendering services in these fields.
2. Employment may be in a clinic, hospital, school, public or private health agency, or industrial organization.

Highlights of Worker Requirements:
Intellectual capacity to acquire the necessary professional, technological, and academic background in appropriate subject matter and in teaching techniques; the ability to impart this knowledge in an instructive, advisory, demonstrative, or supervisory situation; organizational ability; and interest in the health and welfare of people.

Clues for Relating Applicants and Requirements:
Good health; desire to help others; facility in communicating ideas; professional or technical training in an applicable field, such as nursing, public health, dietetics, or medical technology.

Highlights of Training and Methods of Entry:
1. Experience in an appropriate field of work, such as nursing, dietetics, public health, or medical technology, is essential for entry into supervisory and instructive work in these fields.
2. Courses in education or supervisory practices may be required.

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[1]DOT Volume I, page 202.

[2]DOT Volume II, page 333.

DIETITIAN, THERAPEUTIC (profess. & kin.) 077.128 Plans and directs preparation and services of diets prescribed by PHYSICIAN (medical ser.)[1]

Area of Work: Education and Training[2] Worker Trait Group: Supervisory and Instructive Work[2]

Highlights of Work Performed:
1. Activities involve planning, organizing, and conducting educational and training programs in such fields as nursing, dietetics, medical technology, or health, and supervising personnel engaged in rendering services in these fields.
2. Employment may be in a clinic, hospital, school, public or private health agency, or industrial organization.

Highlights of Worker Requirements:
Intellectual capacity to acquire the necessary professional, technological and academic background in appropriate subject matter and in teaching techniques; the ability to impart this knowledge in an instructive, advisory, demonstrative, or supervisory situation; organizational ability; and interest in the health and welfare of people.

Clues for Relating Applicants and Requirements:
Good health; desire to help others; facility in communicating ideas; professional or technical training in an applicable field, such as nursing, public health, dietetics, or medical technology.

Highlights of Training and Methods of Entry:
1. Experience in an appropriate field of work, such as nursing, dietetics, public health or medical technology, is essential for entry into supervisory and instructive work in these fields.
2. Courses in education or supervisory practices may be required.

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[1]DOT Volume I, page 203.

[2]DOT Volume II, page 333.

DIRECTOR SCHOOL LUNCH PROGRAM (hotel & rest.) 187.168 Coordinates activities of workers engaged in preparing noon meals in school cafeterias. (Also referred to as director, food services; manager, school lunch program.)[1]

Area of Work: Business[2] Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:
1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:
Ability to plan, initiate, and execute programs, ability to understand, interpret and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants and Requirements:
Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management; leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:
1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 209.

[2]DOT Volume II, page 245.

FOOD CONTROLLER (hotel & rest.) 216.488 Computes amounts and costs of food bought and sold from records of CASHIER II and other summaries. (Also referred to as control clerk; food auditor; restaurant-food-control-clerk.)[1]

Area of Work: Clerical[2]

Worker Trait Group: Computing and Related Recording[2]

Highlights of Work Performed:
1. Activities involve performing arithmetic computations and preparing numerical records with the aid of typewriters and adding, billing, bookkeeping, and calculating machines.
2. Typical activities are computing wages, interest, and production costs, totaling bank deposit slips; and verifying computations recorded in accounts.

Highlights of Worker Requirements:
Intellectual capacity and interest sufficient to acquire an understanding of systematic, numerical, record-keeping and data-gathering procedures; ability to apply arithmetic principles and correct computational errors; attention to detail to avoid clerical errors; form perception; eye-hand coordination; and finger and manual dexterity.

Clues for Relating Applicants and Requirements:
Expressed preference for clerical work; good grades in arithmetic and pertinent clerical subjects in school.

Highlights of Training and Methods of Entry:
1. Graduation from high school and business school with average or superior grades in arithmetic is a frequent requirement.
2. For some kinds of work, specialized training on a particular machine is required.
3. A general knowledge of the work and the equipment involved is regarded as sufficient preparation for a beginner.
4. Often employers give a new employee instruction and on-the-job training ranging anywhere from a few days to several months, depending chiefly on the type of work or the kind of machine involved.

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[1]DOT Volume I, page 293.

[2]DOT Volume II, page 280.

FOOD SERVICE SUPERVISOR (hotel & rest.) 319.138 Trains and supervises employees engaged in serving food in hospital, nursing home, school and college food service department and similar institutions, and in maintaining cleanliness of food service areas and equipment. (Also referred to as dietary aid.)[1]

Area of Work: Managerial[2] Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 294.

[2]DOT Volume II, page 461.

KITCHEN HELPER (hotel & rest.) 318.887 Performs any combination of several duties to maintain kitchen work areas and restaurant equipment and utensils in clean and orderly condition. (Also referred to as cookee, cook helper; kitchen hand; kitchen man; kitchen porter; kitchen runner.)[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required, and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the ability of the applicant to meet the strength requirements which range from light to very heavy according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 399.

[2]DOT Volume II, page 360.

KITCHEN STEWARD (hotel & rest.) 318.138 Supervises kitchen employees not actively engaged in cooking to insure clean, efficient and economical service. (Also referred to as floor steward; inside steward.)[1]

Area of Work: Managerial[2] Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 399.

[2]DOT Volume II, page 461.

KITCHEN SUPERVISOR (hotel & rest.) 310.138 Supervises and coordinates activities of kitchen, pantry, and storeroom personnel and purchases or requisitions food stuffs and kitchen supplies. (Also referred to as manager, kitchen.)[1]

Area of Work: Managerial[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 400.

[2]DOT Volume II, page 461.

MANAGER, BOARDING HOUSE (hotel & rest.) 320.138 Supervises and coordinates activities of workers in a boarding house engaged in providing meals and lodging accomodations for transients and permanent guests. (Also referred to as manager, guest house.)[1]

Area of Work: Managerial[2] Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 444.

[2]DOT Volume II, page 461.

MANAGER, CAFETERIA OR LUNCHROOM (hotel & rest.) 187.168 Directs and coordinates activities of workers engaged in furnishing cafeteria services to insure an efficient and profitable enterprise. (Also referred to as manager, lunchroom or cafeteria.)[1]

Area of Work: Business[2]

Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:
1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:
Ability to plan, initiate, and execute programs, ability to understand, interpret, and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people in order to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants and Requirements:
Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management; leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:
1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 444.

[2]DOT Volume II, page 245.

MANAGER, CATERING (hotel & rest.) 187.168 Coordinates activities of workers engaged in serving food to patrons of hotel dining room or restaurant and plans and arranges for banquets and other social functions.[1]

Area of Work: Business[2]

Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:

1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:

Ability to plan, initiate, and execute programs, ability to understand, interpret, and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people in order to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants and Requirements:

Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management. Leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:

1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 444.

[2]DOT Volume II, page 245.

MANAGER, FLIGHT KITCHEN (hotel & rest.) 319.138 Supervises and coordinates activities of kitchen employees engaged in purchasing and preparing food and supplies for food service department or airline. (Also referred to as steward, port.)[1]

Area of Work: Managerial[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting perople for these positions.

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[1]DOT Volume I, page 446.

[2]DOT Volume II, page 461.

MANAGER, INDUSTRIAL CAFETERIA (hotel & rest.) 319.138 Supervises and coordinates activities of workers engaged in preparing and serving balanced meals to employees of industrial plant. (Also referred to as dining-service supervisor.)[1]

Area of Work: Managerial[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experiences in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 447.

[2]DOT Volume II, page 461.

MANAGER, RESTAURANT OR COFFEE SHOP (hotel & rest.) 187.168 Supervises and coordinates the activities of workers in a coffee shop or restaurant. (Also referred to as manager, coffee shop or restaurant.)[1]

Area of Work: Business[2]

Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:
1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:
Ability to plan, initiate, and execute programs, ability to understand, interpret, and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people in order to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants and Requirements:
Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management; leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:
1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 449.

[2]DOT Volume II, page 245.

NUTRITIONIST (profess. & kin.) 077.128 Organizes, plans and conducts programs concerning nutrition to assist in promotion of health and control of disease.[1]

Area of Work: Education[2] Worker Trait Group: Supervisory and Instructive Work[2]

Highlights of Work Performed:
1. Activities involve planning, organizing, and conducting educational and training programs in such fields as nursing, dietetics, medical technology, or health, and supervising personnel engaged in rendering services in these fields.
2. Employment may be in a clinic, hospital, school, public, or private health agency, or industrial organization.

Highlights of Worker Requirements:
Intellectual capacity to acquire the necessary professional, technological, and academic background in appropriate subject matter and in teaching techniques; the ability to impart this knowledge in an instructive, advisory, demonstrative, or supervisory situation; organizational ability; and interest in the health and welfare of people.

Clues for Relating Applicants and Requirements:
Good health; desire to help others; facility in communicating ideas; professional or technical training in an applicable field, such as nursing, public health, dietetics, or medical technology.

Highlights of Training and Methods of Entry:
1. Experience in an appropriate field of work, such as nursing, dietetics, public health, or medical technology, is essential for entry into supervisory and instructive work in these fields.
2. Courses in education or supervisory practices may be required.

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[1]DOT Volume I, page 495.

[2]DOT Volume II, page 333.

PANTRYMAN (hotel & rest.) 317.884 Prepares salad, sandwich fillings and other cold dishes. (Also referred to as salad maker.) Feminine title: PANTRYGIRL.[1]

Area of Work: Crafts[2] Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale-model boats and airplanes; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 514.

[2]DOT Volume II, page 322.

PASTRY CHEF (hotel & rest.) 313.131 Supervises and coordinates activities of COOKS engaged in the preparation of desserts, pastries, confections and ice cream.[1]

Area of Work: Crafts[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
1. Activities involve supervising and coordinating the activities of workers.
2. Skill in the particular field of work and in the use of materials, tools and machines involved is essential because workers are frequently required to participate in the work of their subordinates.

Highlights of Worker Requirements:
Ability to understand, learn, and apply the techniques appropriate to the field of work supervised; ability to communicate this knowledge to the persons supervised; ability to demonstrate efficient technical "know-how" or work along with subordinates in difficult phases of a job; initiative and drive; and ability to maintain harmony in working relationships and among workers.

Clues for Relating Applicants and Requirements:
Good physical condition; success as worker in applicable trade or craft; vocational training in school; desire for recognition; leadership in school, organization, or community activities.

Highlights of Training and Methods of Entry:
1. Individuals usually enter into supervisory work of this type from the worker ranks since skill in the appropriate trade or craft and mastery of its tools and machines is of paramount importance.
2. Training may be finished by the employer either on the job or in formalized courses.
3. It also may be procured by the employee on his own initiative in technical or other appropriate schools.

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[1]DOT Volume I, page 519.

[2]DOT Volume II, page 299.

PIE MAKER (hotel & rest.) I 313.781 Mixes ingredients and bakes pies, tarts, and cobblers according to recipes. (Also referred to as baker, pie; cook, pastry; cook, pie; pie chef; pieman.)[1]

Area of Work: Crafts[2] Worker Trait Group: Precision Work[2]

Highlights of Work Performed:
1. Activities involve working with the hands, handtools, or work aids according to prescribed standards.
2. Although the techniques and procedures are established, the responsibility for achievement of the ultimate goal rests with the individual worker and considerable judgment must be exercised in adjusting the established techniques to the task at hand.

Highlights of Worker Requirements:
An interest in working with the hands; manual and finger dexterity; eye-hand coordination; the ability to perceive small differences in things and objects and spatial relationships; and the ability to work to prescribed tolerances and rigid standards.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale models of objects.

Highlights of Training and Methods of Entry:
1. Intensive on-the-job training in required techniques and methods is the most common way of entry.
2. Apprenticeship programs and work experience in jobs of lesser complexity are also common stepping stones.

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[1] DOT Volume I, page 531.

[2] DOT Volume II, page 319.

SOUS CHEF (hotel & rest.) 313.131 Supervises and coordinates activities of COOKS and other workers engaged in preparing and cooking foodstuffs. (Also referred to as chef assistant; chef, under; executive-chef assistant; supervising-chef assistant.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
1. Activities involve supervising and coordinating the activities of workers.
2. Skill in the particular field of work and in the use of materials, tools and machines involved is essential because workers are frequently required to participate in the work of their subordinates.

Highlights of Worker Requirements:
Ability to understand, learn, and apply the techniques appropriate to the field of work supervised; ability to communicate this knowledge to the persons supervised; ability to demonstrate efficient technical "know-how" or work along with subordinates in difficult phases of a job; initiative and drive; and ability to maintain harmony in working relationships and among workers.

Clues for Relating Applicants and Requirements:
Good physical condition; success as worker in applicable trade or craft; vocational training in school; desire for recognition; leadership in school, organization, or community activities.

Highlights of Training and Methods of Entry:
1. Individuals usually enter into supervisory work of this type from the worker ranks since skill in the appropriate trade or craft and mastery of its tools and machines is of paramount importance.
2. Training may be finished by the employer either on the job or in formalized courses.
3. It also may be procured by the employee on his own initiative in technical or other appropriate schools.

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[1]DOT Volume I, page 674.

[2]DOT Volume II, page 299.

WAITER, BUFFET (hotel & rest.) 311.878 Serves or assists diners to serve themselves at buffet or smorgasbord table. Replenishes supplies of food and tableware. May carry trays of food to individual tables for diners. Feminine title: WAITRESS, BUFFET.[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
Work activities involve attending to the personal needs and desires of individuals in regard to their consumption of food and drink in public places.

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner in dealing with the public; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; casual work experience waiting on tables; expressed preference for public-contact work; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
1. Most employers prefer people with 2 or 3 years of high school.
2. Special courses given by vocational schools, hotel and restaurant associations, and individual establishments are considered good preparation.
3. Health certificates are frequently required.

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[1]DOT Volume I, page 778.

[2]DOT Volume II, page 507.

WAITER, CAPTAIN (hotel & rest.) 311.138 Supervises activities of workers in section of dining room. Receives guests and conducts them to tables, suggests food courses and wines. (Also referred to as captain.)[1]

Area of Work: Managerial[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promote coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 778.

[2]DOT Volume II, page 461.

WAITER, FORMAL (hotel & rest.) 311.878 Serves meals to patrons according to established rules of etiquette, working in a formal setting.[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
Work activities involve attending to the personal needs and desires of individuals in regard to their consumption of food and drink in public places.

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner in dealing with the public; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; casual work experience waiting on tables; expressed preference for public-contact work; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
1. Most employers prefer people with 2 or 3 years of high school.
2. Special courses given by vocational schools, hotel and restaurant associations, and individual establishments are considered good preparation.
3. Health certificates are frequently required.

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[1]DOT Volume I, page 778.

[2]DOT Volume II, page 507.

WAITER, HEAD (hotel & rest.) 311.138 Supervises and coordinates activities of dining-room employees engaged in providing courteous and rapid services to diners.[1]

Area of Work: Managerial[2] Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 778.

[2]DOT Volume II, page 461.

WAITER, INFORMAL (hotel & rest.) 311.878 Serves food to patrons at counters and tables of coffee shops, lunchrooms, and other dining establishments where food service is informal. (Feminine title: WAITRESS)[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Personal Service Work[2]

Highlights of Work Performed:
Work activities involve attending to the personal needs and desires of individuals in regard to their consumption of food and drink in public places.

Highlights of Worker Requirements:
Ability and willingness to take, understand, and follow orders; a courteous and cheerful manner in dealing with the public; facility in adjusting to a routine; manual dexterity; cleanliness and freedom from communicable diseases.

Clues for Relating Applicants and Requirements:
Courtesy and pleasant personality; casual work experience waiting on tables; expressed preference for public-contact work; neat and clean personal appearance.

Highlights of Training and Methods of Entry:
1. Most employers prefer people with 2 or 3 years of high school.
2. Special courses given by vocational schools, hotel and restaurant associations, and individual establishments are considered good preparation.
3. Health certificates are frequently required.

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[1]DOT Volume I, page 778.

[2]DOT Volume II, page 507.

# PART IV

## HOME ECONOMICS-RELATED OCCUPATIONS

## in

## HOUSING, EQUIPMENT, FURNISHINGS, AND RELATED ART

Number of Occupations Described: 19

APPRAISER, FURNITURE (ret. tr.) 191.287 Appraises furniture in customer's home to determine trade-in allowance on new furniture.[1]

Area of Work: Investigating[2] Worker Trait Group: Appraising and Investigating Work[2]

Highlights of Work Performed:
1. Activities involve applying a knowledge of the principles and techniques pertinent to such specific fields in order to appraise the worth of or investigate the condition or state of objects, systems, activities, and procedures.
2. Also involves verifying compliance with laws and standards and recommending remedial action.

Highlights of Worker Requirements:
Intelligence and verbal facility to understand, learn and apply concepts and procedures; numerical skill to apply mathematics to the investigation of specific situations; spatial aptitude to visualize three-dimensional forms and relationships as represented in blueprints; form perception to distinguish details in objects or drawings.

Clues for Relating Applicants and Requirements:
Successful experience of a technical or quasi-technical nature of specific fields; preference for analytical work as demonstrated by work history and interest; demonstrated ability and willingness to accept decision-making responsibilities.

Highlights of Training and Methods of Entry:
Entry is usually achieved by a record of successful technical preparation and/or experience in lower level positions which has enabled the individual to acquire a complete working knowledge of the field of endeavor under consideration.

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[1]DOT Volume I, page 17.

[2]DOT Volume II, page 420.

CLOTH DESIGNER (profess. & kin.) 142.081 Originates designs for fabrication of textile cloth, specifying weave pattern, color and gage of thread, to create new fabrics that meet functional requirements and fashion preferences of customers. (Also referred to as cloth pattern maker; pattern designer; textile-cloth designer; textile stylist.)[1]

Area of Work: Art[2]

Worker Trait Group: Art Work[2]

Highlights of Work Performed:
1. Involves the creative expression of ideas, feelings, and moods in artistic designs, objects, and arrangements.
2. Involves creation and execution of such works as portraiture, sculpture, ceramics, mosaics, and murals which are produced for their own sake.
3. Commercial arts are characteristically concerned with the creation and reproduction of commercial and industrial designs involving adherence to technical requirements or functional limitations.

Highlights of Worker Requirements:
Significant combination of: aesthetic appreciation; creative imagination; artistic judgment concerning harmony of color and line; eye-hand coordination and finger and manual dexterity to paint or draw and to use hand tools when working with plaster, clay, stone, and other materials; perception of form and design; color discrimination to perceive differences in hue, shade, and value; and spatial aptitude to visualize and depict three-dimensional objects and arrangements on two-dimensional surfaces.

Clues for Relating Applicants and Requirements:
Demonstrated artistic ability, including hobbies, particularly if art work has won prizes or been sold.

Highlights of Training and Methods of Entry:
1. Vocational high schools, art schools, institutes award diplomas upon completion of 2 or 3 years of theory and practice provide preparation for positions in commercial art.
2. Commercial artists may find employment in printing and publishing houses, greeting card companies, advertising agencies, commercial art studios, department stores, and Government agencies.
3. Specialized skills, such as lettering, illustrating, or typography enhance employment prospects. Advancement involving planning and layout work depends largely on development of artistic and technical skills through experience and on-the-job training.
4. Art schools offering 4 years of study, connected with colleges or universities, commonly award the bachelor of fine arts degree which is considered preparation for entry into fine art-work.

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[1]DOT Volume I, page 137.

[2]DOT Volume II, page 232.

COLOR EXPERT (profess. & kin.) 141.051 Advises clients relative to fashionable shades and color combinations in paper, paint, draperies, floor coverings and other permanent installations for furnishing interiors of homes, offices, and other commercial establishments. (Also referred to as color consultant; colorist; color specialist.)[1]

Area of Work: Art[2]

Worker Trait Group: Decorating and Art Work[2]

Highlights of Work Performed:

1. Determining and executing arrangements of objects or materials to produce artistic or decorative effects for apparel, interiors, advertising layouts, motion picture sets, and the like.
2. Some activities involve consultation with customers in order to convince them that they need artistic service; consultation with salesmen to purchase or otherwise acquire materials.
3. Some supervision of subordinate personnel in the execution of an assignment.

Highlights of Worker Requirements:

An occupationally significant combination of: aesthetic appreciation; creative imagination; manual and finger dexterity and eye-hand coordination; the ability to communicate ideas and influence others; a feeling for spatial relationships and color combinations; and supervisory capabilities.

Clues for Relating Applicants to Requirements:

Courses in art in high school or college; courses in sewing in high school; samples of work entered in exhibits and contests; experience decorating own living accommodations.

Highlights of Training and Methods of Entry:

1. Graduation from an accredited art school or college (most frequent requirement).
2. Part-time schooling in such subjects as fashion design, interior decorating, and commercial art (may be qualifying).
3. The great majority of department stores, advertising agencies and other large organizations that employ people in this field usually provide a formal training program.

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[1]DOT Volume I, page 148.

[2]DOT Volume II, page 228.

DRAPERY AND UPHOLSTERY ESTIMATOR (ret. tr.) 299.488 Estimates price of making and installing household accessories, such as draperies, slipcovers, window shades, and furniture upholstery. (Also referred to as upholstery and drapery estimator.)[1]

Area of Work: Clerical[2] Worker Trait Group: Computing and Related Recording[2]

Highlights of Work Performed:
1. Activities involve performing arithmetic computations and preparing numerical records with the aid of typewriters and adding, billing, bookkeeping and calculating machines.
2. Typical activities are computing wages, interest, and production costs, totaling bank deposit slips; and verifying computations recorded in accounts.

Highlights of Worker Requirements:
Intellectual capacity and interest sufficient to acquire an understanding of systematic, numerical, record keeping and data-gathering procedures; ability to apply arithmetic principles and correct computational errors; attention to detail to avoid clerical errors; form perception; eye-hand coordination; and finger and manual dexterity.

Clues for Relating Applicants and Requirements:
Expressed preference for clerical work; good grades in arithmetic and pertinent clerical subjects in schools.

Highlights of Training and Methods of Entry:
1. Graduation from high school and business school with average or superior grades in arithmetic is a frequent requirement.
2. For some kinds of work, specialized training on a particular machine is required.
3. A general knowledge of the work and the equipment involved is regarded as sufficient preparation for a beginner.
4. Often employers give a new employee instruction and on-the-job training ranging anywhere from a few days to several months, depending chiefly on the type of work or the kind of machine involved.

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[1]DOT Volume I, page 219.

[2]DOT Volume II, page 280.

FURNITURE DESIGNER (furn.) 142.081 Designs furniture line or individual pieces for manufacture, according to knowledge of design trends, offerings of competition, production costs, capability of production facilities, and characteristics of company's traditional market.[1]

Area of Work: Art[2]

Worker Trait Group: Art Work[2]

Highlights of Work Performed:

1. Involves the creative expression of ideas, feelings, and moods in artistic designs, objects, and arrangements.
2. Fine arts involve creation and execution of such works as portraiture, sculpture, ceramics, mosaics, and murals which are produced for their own sake.
3. Commercial arts are characteristically concerned with the creation and reproduction of commercial and industrial designs involving adherence to technical requirements or functional limitations.

Highlights of Worker Requirements:

Significant combination of: aesthetic appreciation; creative imagination; artistic judgment concerning harmony of color and line; eye-hand coordination and finger and manual dexterity to paint or draw and to use handtools when working with plaster, clay, stone, and other materials; perception of form and design; color discrimination to perceive differences in hue, shade, and value; and spatial aptitude to visualize and depict three-dimensional objects and arrangements on two-dimensional surfaces.

Clues for Relating Applicants and Requirements:

Demonstrated artistic ability, including hobbies, particularly if art work has won prizes or been sold.

Highlights of Training and Methods of Entry:

1. Vocational high schools, art schools, institutes award diplomas upon completion of 2 or 3 years of theory and practice provide preparation for positions in commercial art.
2. Commercial artists may find employment in printing and publishing houses, greeting card companies, advertising agencies, commercial art studios, department stores, and Government agencies.
3. Specialized skills, such as lettering, illustrating, or typography enhance employment prospects. Advancement involving planning and layout work depends largely on development of artistic and technical skills through experience and on-the-job training.
4. Art schools offering 4 years of study, connected with colleges or universities, commonly award the bachelor of fine arts degree which is considered preparation for entry into fine art-work.

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[1]DOT Volume I, page 321.

[2]DOT Volume II, page 232.

FURNITURE UPHOLSTERER (any ind.) 780.381 Repairs and rebuilds upholstered furniture, using handtools, and knowledge of fabrics and upholstery methods. (Also referred to as furniture repairman, upholsterer; upholstery repairman.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Craftsmanship and Related Work[2]

Highlights of Work Performed:
1. Activities involve fabricating, processing, inspecting, or repairing materials, products, or structural units.
2. Activities are characterized by the emphasis placed upon manual skills and the application of an organized body of knowledge related to materials, tools, and principles associated with various crafts.

Highlights of Worker Requirements:
Ability to learn and apply craft techniques, processes and principles; ability to assume responsibility for attainment of prescribed qualitative standards; ability to apply shop mathematics to practical problems, such as computing dimensions and locating reference points from specifications data when laying out work; spatial perception to visualize arrangement and relationships of static or moving parts and assemblies represented in blueprints and diagrams; form perception as required in such activities as inspecting finished work to verify acceptability of surface finish, and some combination of finger and manual dexterity and eye-hand coordination to use handtools and manually controlled power tools when executing work to close tolerances.

Clues for Relating Applicants and Requirements:
Hobbies, such as model building or ceramics, which involve hand craft; successful completion of high school industrial arts or vocational education courses; military training and experience in craft-related activities; preference for work activities offering tangible productive satisfactions.

Highlights of Training and Methods of Entry:
1. Apprenticeships providing 2 to 6 years of on-the-job training and trade instruction are generally the best methods of entry.
2. Many firms have on-the-job training programs in which entry workers are placed under supervision of a journeyman or a foreman and are advanced.
3. Training received in vocational, trade, or technical schools or the armed services enhance entry and advancement prospects.
4. Craftsmen who become thoroughly familiar with all aspects of their trade through apprenticeship training generally stand the best chance for advancement to supervisory positions.

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[1]DOT Volume I, page 321.

[2]DOT Volume II, page 312.

HOME-LIGHTING ADVISER (light. heat & power) 299.258 Discusses with customers more effective use of electric-lighting facilities in homes and suggests improvements in lighting or room arrangements. (Also referred to as home-lighting demonstrator.)[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments, some involve telephoning, going from door to door, or making appointments and visiting the customer to make sales.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 361.

[2]DOT Volume II, page 488.

HOME-LIGHTING-DEMONSTRATOR SUPERVISOR (light, heat, and power) 163.168 Directs activities of home-lighting demonstration department to educate public in most economic and beneficial utilization of lighting equipment. (Also referred to as supervisor, home service division.)[1]

Area of Work: Business[2] Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:
1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:
Ability to plan, initiate, and execute programs, ability to understand, interpret, and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people in order to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants and Requirements:
Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management; leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:
1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 361.

[2]DOT Volume II, page 245.

HOME-SERVICE DIRECTOR (profess. & kin.) 096.168 Plans, coordinates and directs consumer education service or research program for equipment, food or utility company to promote good will and sale of products or services. (Also referred to as director of home economics.)[1]

Area of Work: Business[2] Worker Trait Group: Managerial Work[2]

Highlights of Work Performed:
1. Involves organizing and coordinating the functions of a unit, department, or branch of an organization or establishment.
2. Activities are concerned with the managing of one organization that is part of a larger chain.
3. Also included is the planning and coordination of a singular program, project, or other organized endeavor, either public or private, originated for a specific purpose.

Highlights of Worker Requirements:
Ability to plan, initiate, and execute programs, ability to understand, interpret, and apply procedures and directives; numerical facility to analyze and use statistics and maintain production and inventory controls and records; leadership qualities; verbal facility, and the ability to relate to people in order to motivate and direct employees and to maintain good employer-employee and customer relationships.

Clues for Relating Applicants and Requirements:
Successful experience in applicable work field at lower levels; academic preparation in pertinent course-work, such as business management; leadership qualities as indicated by elective offices held in academic or community environment; expressed interest in assuming management responsibilities.

Highlights of Training and Methods of Entry:
1. Promotion from within is the most common method.
2. In some cases, however, employers desire new ideas, new techniques, new procedures, and new personalities, and recruit from outside the organization.
3. Larger employers consider only those individuals who are recent college graduates. They look for an educational background consisting of appropriate personnel, vocational, business, merchandising, or similar coursework, and then provide their new employees with management-trainee programs which usually entail a combination of special training seminars and actual on-the-job training.

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[1]DOT Volume I, page 362.

[2]DOT Volume II, page 245.

HOME SERVICE-REPRESENTATIVE (light, heat & power) 278.258 Demonstrates gas or electrical equipment and appliances to promote sales, and advises homemakers in efficient use of fuel in homes.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments, some involve telephoning, going from door to door, or making appointments and visiting the customer to make sales.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 362.

[2]DOT Volume II, page 488.

HOUSEHOLD-PRODUCTS TECHNICIAN (any ind.) 168.387 Compiles data concerning household products such as waxes, cleaners, insecticides and air purifiers.[1]

Area of Work: Clerical[2] Worker Trait Group: Inspecting and Stock Checking[2]

Highlights of Work Performed:
1. Activities involve examining stores of materials and supplies and compiling inventory records, inspecting products and structures to verify adherence to material and assembly standards of the type recorded on blueprints, and testing products and equipment to verify adherence to functional specifications of the type found in operating and maintenance manuals.
2. Precision measuring instruments and test apparatus are commonly used.
3. Certain inspection situations, such as those wherein standardization is limited, may entail the solving of practical problems involving abstract and concrete principles in order to interpret specifications and inspection data related to specific products or standards.

Highlights of Worker Requirements:
Numerical skill and clerical aptitude to prepare inventory or inspection data and to keep accurate and legible records; some combination of form, spatial, and color perception to make discriminations relevant to shape, size, texture, and hue or shade of objects; some combination of finger and manual dexterity and eye-hand coordination to use test apparatus and precision instruments; precision and accuracy working to close detail.

Clues for Relating Applicants and Requirements:
Interest in technical subjects; demonstrated ability to work with written specifications or standards involving set limits and tolerances; successful completion of such high school courses as blueprint reading, mechanical drawing, and shop mathematics is generally essential.

Highlights of Training and Methods of Entry:
1. Entry requires familiarity with specific materials, products, or standards acquired through experience in lower level positions.
2. Some education or vocational training in such subjects as mechanical drawing, blueprint reading and shop mathematics is generally considered essential.

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[1]DOT Volume I, page 367.

[2]DOT Volume II, page 271.

INTERIOR DESIGNER AND DECORATOR (profess. & kin.) 142.051 Plans and designs artistic interiors for homes, hotels, ships, commercial and institutional structures, and other establishments. (Also referred to as consulting decorator; interior decorator.)[1]

Area of Work: Art[2]

Worker Trait Group: Decorating and Art Work[2]

Highlights of Work Performed:
1. Determining and executing arrangements of objects or materials to produce artistic or decorative effects for apparel, interiors, advertising layouts, motion picture sets, and the like.
2. Some activities involve consultation with customers in order to convince them that they need artistic service. Consultation with salesmen to purchase or otherwise acquire materials.
3. Some supervision of subordinate personnel in the execution of an assignment.

Highlights of Worker Requirements:
Aesthetic appreciation; creative imagination; manual and finger dexterity and eye-hand coordination; the ability to communicate ideas and influence others; a feeling for spatial relationships and color combinations; and supervisory capabilities.

Clues for Relating Applicants and Requirements:
Courses in art in high school or college; courses in sewing in high school; samples of work entered in exhibits and contests; experience decorating own living accommodations.

Highlights of Training and Methods of Entry:
1. Graduation from an accredited art school or college (most frequent requirement).
2. Part-time schooling in such subjects as fashion design, interior decoration, and commercial art (may be qualifying).
3. The great majority of department stores, advertising agencies and other large organizations that employ people in this field usually provide a formal training program.

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[1]DOT Volume I, page 389.

[2]DOT Volume II, page 228.

SALESMAN, FLOOR COVERINGS (ret. tr.; whole. tr.) 274.358 Displays and sells floor coverings, such as carpets, rugs, and linoleum, in department store or specialty store, performing duties as described under SALESMAN.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials, or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credit.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 617.

[2]DOT Volume II, page 488.

SALESPERSON, CHINA AND GLASSWARE (ret. tr.; whole. tr.) 274.358 Displays and sells china and glassware performing duties as described under SALESPERSON.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials, or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 619.

[2]DOT Volume II, page 488.

SALESPERSON, CURTAIN AND DRAPERY (ret. tr.) 274.358 Sells curtains, draperies, slipcovers, or yard goods from which these may be made, performing duties as described under SALESPERSON.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credit.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 620.

[2]DOT Volume II, page 488.

SALESPERSON, DRY GOODS (ret. tr.) No occupational number listed. A term applied to sales personnel who work in general merchandise store selling such articles as wearing apparel, accessories, notions, bedding and yardage.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 620.

[2]DOT Volume II, page 488.

SALESPERSON, FURNITURE (ret. tr.) 274.358 Sells furniture, beds and mattresses in department stores and furniture stores, performing duties as described under SALESPERSON.[1]

Area of Work: Merchandising[2] Worker Trait Group: Demonstration and Sales Work[2]

Highlights of Work Performed:
1. Activities involve using persuasive techniques to sell and/or demonstrate materials, products, or services, drawing upon some knowledge relevant to items sold.
2. Activities occur in retail, wholesale, or similar establishments.
3. Demonstrations are made in many of the selling situations.

Highlights of Worker Requirements:
Facility with words; ability to become familiar with the objects, materials or services involved; numerical facility and perception for clerical detail; drive and initiative; diplomacy and tact in dealing with people and powers of persuasion.

Clues for Relating Applicants and Requirements:
Good grooming and attire; expressed preference for public-contact work; casual sales experience; poise and good vocabulary in an interview.

Highlights of Training and Methods of Entry:
1. Minimum of a high school education, with many requiring a college background or night school credits.
2. At the college level, courses in business administration, marketing and related areas will give the individual excellent preparation.
3. Many larger companies or organizations have training programs designed to develop the worker's ability as he learns.

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[1]DOT Volume I, page 620.

[2]DOT Volume II, page 488.

SEWING MACHINE OPERATOR-REGULAR EQUIPMENT-DRAPERY OPERATOR (ret. tr.) 787.782 Operates sewing machine to join pre-cut pieces of material to form finished draperies. (Also referred to as drapery seamstress; drapery worker; drapery work-room girl.)[1]

Area of Work: Machine Work[2]

Worker Trait Group: Operating-Controlling[2]

Highlights of Work Performed:
1. Work activities involve setting up, starting, adjusting, watching, and stopping machines and equipment to fabricate or process materials and products.
2. Involved with one kind of machine including selecting and installing tools and holding devices.
3. Observation of the machine and making necessary adjustments to allow for variables as temperature changes, flow of materials, and angles of cut.
4. Removing materials or products from the machine and checking accuracy.
5. Blueprints and work orders are used frequently.

Highlights of Worker Requirements:
Ability to understand the functional nature of machines and to visualize the relationship of parts; ability to perceive differences in shapes, textures, and surfaces; manual and finger dexterity; ability to coordinate movement of eyes, hands, and feet; intelligence to understand and follow written and oral instructions.

Clues for Relating Applicants and Requirements:
Good eyesight and overall good physical condition; successful completion of machine shop course in high school; reading habits, such as an interest in machine trade publications.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs.
2. Experience as a machine tender or helper.
3. Supervised on-the-job training and technical instruction are often provided and serve as excellent training for entry into this field.

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[1]DOT Volume I, page 643.

[2]DOT Volume II, page 435.

SEWING MACHINE OPERATOR-REGULAR EQUIPMENT-RUFFLER (house furn.) 787.782 Operates sewing machine to gather and stitch ruffles to articles, such as curtains, tie-backs, and chair pads.[1]

Area of Work: Machine Work[2]

Worker Trait Group: Operating-Controlling[2]

Highlights of Work Performed:
1. Work activities involve setting up, starting, adjusting, watching, and stopping machines and equipment to fabricate or process materials and products.
2. Involved with one kind of machine including selecting and installing tools and holding devices.
3. Observation of the machines and making necessary adjustments to allow for variables as temperature changes, flow of materials, and angles of cut.
4. Removing materials or products from the machine and checking accuracy.
5. Blueprints and work orders are used frequently.

Highlights of Worker Requirements:
Ability to understand the functional nature of machines and to visualize the relationship of parts; ability to perceive differences in shapes, textures, and surfaces; manual and finger dexterity; ability to coordinate movement of eyes, hands, and feet; intelligence to understand and follow written and oral instructions.

Clues for Relating Applicants and Requirements:
Good eyesight and overall good physical condition; successful completion of machine shop course in high school; reading habits, such as an interest in machine trade publications.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs.
2. Experience as a machine tender or helper.
3. Supervised on-the-job training and technical instruction are often provided and serve as excellent training for entry into this field.

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[1]DOT Volume I, page 644.

[2]DOT Volume II, page 435.

# PART V

## HOME ECONOMICS-RELATED OCCUPATIONS

## in

## DRY CLEANING AND LAUNDRY SERVICES

Number of Occupations Described: 19

CLEANER AND PRESSER (clean., dye. & press.) 369.782 Operates pressing equipment and sewing machine, and uses chemical cleaning agents to press, alter, repair, and clean garments of hotel guests and employees.[1]

Area of Work: Machine Work[2]

Worker Trait Group: Operating-Controlling[2]

Highlights of Work Performed:
1. Work activities involve setting up, starting, adjusting, watching, and stopping machines and equipment to fabricate or process materials and products.
2. Involved with one kind of machine including selecting and installing tools and holding devices.
3. Observation of the machine and making necessary adjustments to allow for variables as temperature changes, flow of materials, and angles of cut.
4. Removing materials or products from the machine and checking accuracy.
5. Blueprints and work orders are used frequently.

Highlights of Worker Requirements:
Ability to understand the functional nature of machines and to visualize the relationship of parts; ability to perceive differences in shapes, textures, and surfaces; manual and finger dexterity; ability to coordinate movement of eyes, hands, and feet; intelligence to understand and follow written and oral instructions.

Clues for Relating Applicants and Requirements:
Good eyesight and overall good physical condition; successful completion of machine shop course in high school; reading habits, such as an interest in machine trade publications.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs.
2. Experience as a machine tender or helper.
3. Supervised on-the-job training and technical instruction are often provided and serve as excellent training for entry into this field.

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[1]DOT Volume I, page 134.

[2]DOT Volume II, page 435.

DRY CLEANER (clean., dye., & press.) 362.782 Operates dry cleaning machine to clean garments, drapes, and other materials that cannot be washed in water without shrinkage or damage to fabrics, utilizing knowledge of cleaning processes, fabrics, and colors to determine procedure. (Also referred to as dry-cleaning-machine operator.)[1]

Area of Work: Machine Work[2]

Worker Trait Group: Operating-Controlling[2]

Highlights of Work Performed:
1. Work activities involve setting up, starting, adjusting, watching, and stopping machines and equipment to fabricate or process materials and products.
2. Involved with one kind of machine including selecting and installing tools and holding devices.
3. Observation of the machine and making necessary adjustments to allow for variables as temperature changes, flow of materials, and angles of cut.
4. Removing materials or products from the machine and checking accuracy.
5. Blueprints and work orders are used frequently.

Highlights of Worker Requirements:
Ability to understand the functional nature of machines and to visualize the relationship of parts; ability to perceive differences in shapes, textures, and surfaces; manual and finger dexterity; ability to coordinate movement of eyes, hands, and feet; intelligence to understand and follow written and oral instructions.

Clues for Relating Applicants and Requirements:
Good eyesight and overall good physical condition; successful completion of machine shop course in high school; reading habits, such as an interest in machine trade publications.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs.
2. Experience as a machine tender or helper.
3. Supervised on-the-job training and technical instruction are often provided and serve as excellent training for entry into this field.

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[1]DOT Volume I, page 227.

[2]DOT Volume II, page 435.

DRY-CLEANER, HAND (clean., dye., & press.) 362.884 Cleans, by hand, articles such as garments, drapes, lampshades, and leather goods that require individual treatment or are too delicate for machine cleaning.[1]

Area of Work: Crafts[2]

Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale-model boats and airplanes; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 227.

[2]DOT Volume II, page 322.

DRY-CLEANER HELPER (clean., dye., & press.) 362.886 Assists DRY-CLEANER to dry clean or wet-clean garments, drapes and other textile garments, performing any combination of certain duties. (Also referred to as cleaner assistant; cleaner helper; cry-cleaning machine-operator helper.)[1]

Area of Work: Elemental[2] Worker Trait Group: Feeding-Offbearing[2]

Highlights of Work Performed:
1. Activities involve inserting, throwing, dumping, or placing materials in or removing them from machines or equipment which are automatic or tended or operated by other workers.
2. Assignments are made by a supervisor who gives simple instructions and makes clarifications or suggestions if necessary.

Highlights of Worker Requirements:
Physical stamina, motor coordination to carry out standardized tasks; ability and willingness to follow instructions; and finger and hand dexterity to position, feed, or otherwise work with objects in a standardized manner.

Clues for Relating Applicants and Requirements:
Expressed preference for routine factory work; good physical condition; undistinguished scholastic record.

Highlights of Training and Methods of Entry:
1. Employers usually do not require any previous training.
2. Personal characteristics very often play a significant part.
3. Employers are influenced by an applicant's record of reliability, honesty, and industry.
4. The most important hiring factor is the ability of the applicant to meet the motor coordination, manual dexterity, and strength requirements.

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[1]DOT Volume I, page 227.

[2]DOT Volume II, page 356.

DYER HELPER (clean., dye. & press.) 364.887 Performs any combination of certain tasks in dyeing textile products, such as garments, rugs, and drapes. (Referred to as dyer assistant; dye-room helper.)[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required, and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the ability of the applicant to meet the strength requirements which range from light to very heavy according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1] DOT Volume I, page 232.

[2] DOT Volume II, page 360.

FLATWORK FINISHER (laund.) 363.886 Performs a series of tasks to finish household linens, such as sheets, pillowcases, table cloths and napkins. (Also referred to as flatwork machine operator) May be designated according to operation performed, as FLATWORK CATCHER; FLATWORK FEEDER; FLATWORK FOLDER; FLATWORK.[1]

Area of Work: Elemental[2] Worker Trait Group: Feeding-Offbearing[2]

Highlights of Work Performed:
1. Activities involve inserting, throwing, dumping, or placing materials in or removing them from machines or equipment which are automatic or tended or operated by other workers.
2. Assignments are made by a supervisor who gives simple instructions or makes clarifications or suggestions if necessary.

Highlights of Worker Requirements:
Physical stamina, motor coordination to carry out standardized tasks; ability and willingness to follow instructions; and finger and hand dexterity to position, feed, or otherwise work with objects in a standardized manner.

Clues for Relating Applicants and Requirements:
Expressed preference for routine factory work; good physical condition; undistinguished scholastic record.

Highlights of Training and Methods of Entry:
1. Employers usually do not require any previous training.
2. Personal characteristics very often play a significant part.
3. Employers are influenced by an applicant's record of reliability, honesty, and industry.
4. The most important hiring factor is the ability of the applicant to meet the motor coordination, manual dexterity, and strength requirements.

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[1]DOT Volume I, page 288.

[2]DOT Volume II, page 356.

FURNITURE CLEANER (clean., dye., & press.) 362.884 Cleans upholstered furniture in plant or on customer's premises, using brush, sponge, dry cleaning fluids, or detergent solutions. (Also referred to as dry cleaner, furniture, hand; furniture shampooer.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in crafts in school; hobby of making scale-model boats and airplanes; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 321.

[2]DOT Volume II, page 322.

LAUNDERETTE, ATTENDANT (clean., dye., & press.: laund.) 369.877 Assists customer to launder or dry-clean clothes, using self-service equipment. (Also referred to as attendant, laundry-and-dry-cleaning service; self-service-laundry-and-dry-cleaning attendant; washateria attendant.)[1]

Area of Work: Personal Service[2]

Worker Trait Group: Miscellaneous Customer Service Work[2]

Highlights of Work Performed:
Work activities involve providing customers with requested services or products through the use of body members, handtools, or equipment.

Highlights of Worker Requirements:
Courtesy and tact in dealing with people; manual and finger dexterity and eye-hand coordination; and physical stamina.

Clues for Relating Applicants and Requirements:
Casual work experience in a gas station after school; familiarity with amusement park devices; preference for dealing with the public; good physical condition.

Highlights of Training and Methods of Entry:
1. There can be no established program for training and entry into this work.
2. Personal characteristics and dependability are probably the most significant points an employer will look for.
3. Trainees are usually teamed with experienced workers.
4. This period of training may range from several days through a few months.

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[1]DOT Volume I, page 414.

[2]DOT Volume II, page 503.

LAUNDRESS (knit goods) 782.887 Washes soiled knitted garments by hand and presses them with electric hand-iron.[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required, and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the ability of the applicant to meet the strength requirements which range from light to very heavy according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 414.

[2]DOT Volume II, page 360.

LAUNDRY FOREMAN (laund.) 361.138 Supervises and coordinates activities of workers engaged in receiving, marking, washing, and ironing clothes or linen in laundry.[1]

Area of Work: Managerial[2] Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect errors in records; ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experiences in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 414.

[2]DOT Volume II, page 461.

LAUNDRYMAN, HAND (laund.) 361.884 Washes, dries and irons articles in hand-laundries and laundromats, using equipment such as hand iron and small washing and drying machines. (Feminine title: laundress, hand.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale-model boats and airplanes; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 414.

[2]DOT Volume II, page 322.

PRESSER, HAND (any ind.) 363.884 Presses articles, such as drapes, knit goods, millinery parts, parachutes, garments, and slip covers, or delicate textiles, such as lace, rayons, and silks, to remove wrinkles, flatten seams, and give shape to article, using hand iron. (Also referred to as finisher, hand; ironer hand.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities invclve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale-model boats and airplanes; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 557.

[2]DOT Volume II, page 322.

PRESSER, MACHINE (any ind.) 363.782 Operates pressing machine to smooth surfaces, flatten seams, or shape articles, such as garments, drapes, slipcovers, and hose, in manufacturing or dry cleaning establishments. (Also referred to by many other names.)[1]

Area of Work: Machine Work[2]

Worker Trait Group: Operating-Controlling[2]

Highlights of Work Performed:
1. Work activities involve setting up, starting, adjusting, watching, and stopping machines and equipment to fabricate or process materials and products.
2. Involved with one kind of machine including selecting and installing tools and holding devices.
3. Observation of the machine and making necessary adjustments to allow for variables as temperature changes, flow of materials, and angles of cut.
4. Removing materials or products from the machine and checking accuracy.
5. Blueprints and work orders are used frequently.

Highlights of Worker Requirements:
Ability to understand the functional nature of machines and to visualize the relationship of parts; ability to perceive differences in shapes, textures, and surfaces; manual and finger dexterity; ability to coordinate movement of eyes, hands, and feet; intelligence to understand and follow written and oral instruction.

Clues for Relating Applicants and Requirements:
Good eyesight and overall good physical condition; successful completion of machine shop course in high school; reading habits, such as interest in machine trade publications.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs.
2. Experience as a machine tender or helper.
3. Supervised on-the-job training and technical instruction are often provided and serve as excellent training for entry into this field.

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[1]DOT Volume I, page 557.

[2]DOT Volume II, page 435.

RUG CLEANER, HAND (clean., dye., & press.) 369.884 Cleans rugs with chemical solutions in plant or on customer's premises, using handbrushes or portable scrubbing machine, determining washing method according to condition of rug. (Also referred to as carpet cleaner; rug renovator; rug scrubber; rug shampooer; rug washer.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Manipulating[2]

Highlights of Work Performed:

1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:

Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:

Success in craft courses in school; hobby of making scale-model boats and airplanes; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:

1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 612.

[2]DOT Volume II, page 322.

RUG DYER (clean., dye., & press.) I 364.381 Dyes rugs to match sample color, basing work procedure on knowledge of properties of bleaching agents and dyes and on type, construction, condition and colors of rug.[1]

Area of Work: Crafts[2]

Worker Trait Group: Craftsmanship and Related Work[2]

Highlights of Work Performed:

1. Activities involve fabricating, processing, inspecting, or repairing materials, products, or structural units.
2. Activities are characterized by the emphasis placed upon manual skills, and the application of an organized body of knowledge related to materials, tools, and principles associated with various crafts.

Highlights of Worker Requirements:

Ability to learn and apply craft techniques, processes and principles; ability to assume responsibility for attainment of prescribed qualitative standards; ability to apply shop mathematics to practical problems, such as computing dimensions and locating reference points from specifications data when laying out work; spatial perception to visualize arrangement and relationships of static or moving parts and assemblies represented in blueprints and diagrams; form perception as required in such activities as inspecting finished work to verify acceptability of surface finish, and some combination of finger and manual dexterity and eye-hand coordination to use handtools and manually controlled power tools when executing work to close tolerances.

Clues for Relating Applicants and Requirements:

Hobbies, such as model building or ceramics, which involve hand craft; successful completion of high school industrial arts or vocational education courses; military training and experience in craft-related activities; preference for work activities offering tangible productive satisfaction.

Highlights of Training and Methods of Entry:

1. Apprenticeships providing 2 to 6 years of on-the-job training and trade instruction are generally the best methods of entry.
2. Many firms have on-the-job training programs in which entry workers are placed under the supervision of a journeyman or a foreman and are advanced.
3. Training received in vocational, trade, or technical schools or the armed services enhance entry and advancement prospects.
4. Craftsmen who become thoroughly familiar with all aspects of their trade through apprenticeship training generally stand the best chance for advancement to supervisory positions.

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[1]DOT Volume I, page 612.

[2]DOT Volume II, page 312.

RUG-DYER HELPER (clean., dye., & press.) 364.887 Performs any combination of certain duties to dye and dry rugs.[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required, and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the ability of the applicant to meet the strength requirements which range from light to very heavy according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty and industry.

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[1]DOT Volume I, page 612.

[2]DOT Volume II, page 360.

SEAMSTRESS (clean., dye., & press.; laund.) 782.884 Repairs defects, such as tears and holes in garments, linens, curtains, and draperies, and rebinds cleaned blankets by hand or by operating a sewing machine. (Also referred to as mender.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects, or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale-model boats and airplanes; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1]DOT Volume I, page 634.

[2]DOT Volume II, page 322.

SPOT CLEANER (garment; knit goods) 582.884 Removes soil from garments, using steam and airhose, soap and water, or cleaning fluids. (Also referred to as cleaner; dry cleaner; spotter; spot washer.)[1]

Area of Work: Crafts[2] Worker Trait Group: Manipulating[2]

Highlights of Work Performed:
1. Activities involve the dextrous use of hands, handtools, or special devices to work, move, guide, or place objects or materials.
2. Some judgment in selecting the appropriate tools, objects, or materials and in determining work procedures and conformance to standards, although all these factors are fairly obvious.
3. Work frequently occurs away from a machine-oriented environment.

Highlights of Worker Requirements:
Eye-hand coordination; manual and finger dexterity; spatial and form perception; a decided preference for working with the hands; the ability to work within prescribed standards and specifications; and facility in adapting to a routine.

Clues for Relating Applicants and Requirements:
Success in craft courses in school; hobby of making scale-model boats and airplanes; expressed preference for working with the hands.

Highlights of Training and Methods of Entry:
1. Apprenticeship programs and on-the-job training are the usual means.
2. Experience in a lesser capacity can prepare an applicant for entry provided he has shown diligence and the capacity for more involved tasks.
3. Individuals with some exposure to disciplined and standardized work methods in a school or related environment will usually be given preference.

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[1] DOT Volume I, page 680.

[2] DOT Volume II, page 322.

SPOTTER, HEAD (clean., dye., & press.) 362.137 Supervises and coordinates activities of workers engaged in identifying and chemically removing stains from garments and other textile products.[1]

Area of Work: Crafts[2] Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
1. Activities involve supervising and coordinating the activities of workers in such fields as manufacturing, processing, construction, and transportation.
2. Skill in the particular field of work and in the use of materials, tools and machines involved is essential because workers are frequently required to participate in the work of their subordinates.

Highlights of Worker Requirements:
Ability to understand, learn, and apply the techniques appropriate to the field of work supervised; ability to communicate the knowledge to the persons supervised; ability to demonstrate efficient technical "know-how" or work along with subordinates in difficult phases of a job; initiative and drive; and ability to maintain harmony in working relationships and among workers.

Clues for Relating Applicants and Requirements:
Good physical condition; success as worker in applicable trade or craft; vocational training in school; desire for recognition; leadership in school, organization or community activities.

Highlights of Training and Methods of Entry:
1. Individuals usually enter into supervisory work of this type from the worker ranks since skill in the appropriate trade or craft and mastery of its tools and machines is of paramount importance.
2. Training may be finished by the employer either on the job or in formalized courses.
3. It also may be procured by the employee on his own initiative in technical or other appropriate schools.

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[1] DOT Volume I, page 681.

[2] DOT Volume II, page 299.

# PART VI

# HOME ECONOMICS-RELATED OCCUPATIONS

# in

# NON-DOMESTIC HOUSEKEEPING, CLEANING, MAINTENANCE AND MISCELLANEOUS SERVICES

**Number of Occupations Described: 9**

CHARWOMAN (any ind.) 381.887 Keeps premises of commercial establishment, office building, or apartment house in clean and orderly condition, performing any combination of duties. (Also referred to as cleaning girl; cleaning maid; cleaning woman; cleanup girls; clean-up woman; dust woman; maid; matron; scrub girl; scrub woman.)[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
An occupationally significant combination of physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the ability of the applicant to meet the strength requirements which range from light to very heavy according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 118.

[2]DOT Volume II, page 360.

CHARWOMAN, HEAD (any ind.) 381.137 Supervises and coordinates activities of workers engaged in cleaning premises of a public building, office, commercial establishment, or apartment house. (Also referred to as floor woman, building maintenance.)[1]

Area of Work: Crafts[2]

Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
1. Activities involve supervising and coordinating the activities of workers.
2. Skill in the particular field of work and in the use of materials, tools and machines involved is essential because workers are frequently required to participate in the work of their subordinates.

Highlights of Worker Requirements:
Ability to understand, learn, and apply the techniques appropriate to the field of work supervised; ability to communicate this knowledge to the persons supervised; ability to demonstrate efficient technical "know-how" or work along with subordinates in difficult phases of a job; initiative and drive; and ability to maintain harmony in working relationships and among workers.

Clues for Relating Applicants and Requirements:
Good physical condition; success as worker in applicable trade or craft; vocational training in school; desire for recognition; leadership in school, organization or community activities.

Highlights of Training and Methods of Entry:
1. Individuals usually enter into supervisory work of this type from the worker ranks since skill in the appropriate trade or craft and mastery of its tools and machines is of paramount importance.
2. Training may be finished by the employer either on the job or in formalized courses.
3. It also may be procured by the employee on his own initiative in technical or other appropriate schools.

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[1]DOT Volume I, page 118.

[2]DOT Volume II, page 299.

COUPLE LODGING FACILITIES (hotel & rest.) 329.999 A man and woman, usually husband and wife, who maintain, clean, and make repairs to lodging facilities, such as small apartment houses, hotels, motels, trailer parks, tourist camps or vacation resorts.[1]

Area of Work: Not identified[2] Worker Trait Group: Not identified[2]

"Because of the diverse nature of the work situations and the trait requirements, it is not possible to distinguish the appropriate levels of complexity of these jobs. These last three digits, .999, do not represent trait requirements, and therefore these titles are not included in the Worker Trait Arrangement."[2]

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[1]DOT Volume I, page 174.

[2]DOT Volume II, page vii.

FARM COUPLE (agr.) 423.999 A man and woman, husband and wife, who live and work on a farm of a resident or non-resident owner.[1]

Area of Work: Not identified[2] Worker Trait Group: Not identified[2]

"Because of the diverse nature of the work situations and the trait requirements, it is not possible to distinguish the appropriate levels of complexity of these jobs. These last three digits, .999, do not represent trait requirements, and therefore these titles are not included in the Worker Traits Arrangement."[2]

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[1]DOT Volume I, page 263.

[2]DOT Volume II, page vii.

HOUSEKEEPER (hotel & rest.; medical ser.) 321.138 Supervises work activities of cleaning personnel to insure clean, orderly, attractive rooms in hotels, hospitals, and similar establishments.[1]

Area of Work: Managerial[2] Worker Trait Group: Supervisory Work[2]

Highlights of Work Performed:
Activities involve supervising and coordinating activities of personnel engaged in serving or performing personal services for others.

Highlights of Worker Requirements:
Ability to become familiar with one or more service activities; ability to plan and direct activities which promotes coordinated effort and completion of individual assignments; ability to communicate effectively with superiors and subordinates and prepare written reports when required; ability to compute quantities and costs of supplies; clerical perception to detect error in records; and ability to motivate people to work cooperatively and conscientiously and ability to perform duties of subordinates and train new employees when required.

Clues for Relating Applicants and Requirements:
Experience in leading group activities such as those that occur in civic or recreational organizations; training in some service activity together with indication that supervisory qualities are present.

Highlights of Training and Methods of Entry:
1. Preparation involves several years of qualifying experience in less complex jobs in a specific type of service work.
2. Employers typically place strong emphasis on personal qualities which contribute to effectiveness in interpersonal relationships when selecting people for these positions.

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[1]DOT Volume I, page 367.

[2]DOT Volume II, page 461.

MAID (any ind.) II 323.887 Cleans room and halls in such establishments as hotels, motels, restaurants, clubs, depots, beauty parlors and dormitories, performing any combination of several duties.[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required, and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the ability of the applicant to meet the strength requirements which range from light to very heavy according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 439-440.

[2]DOT Volume II, page 360.

MAID, HOSPITAL (medical ser.) 323.887 Cleans hospital wards, rooms, baths, laboratories, offices and halls.[1]

Area of Work: Elemental[2] Worker Trait Group: Handling[2]

Highlights of Work Performed:
1. Activities involve performing routine, non-machine tasks involving little or no latitude for judgment.
2. Adherence to rigid standards or specifications is not involved.

Highlights of Worker Requirements:
Physical stamina; an inclination toward routine, repetitive activities; some dexterity with the fingers and hands; eye-hand coordination; form perception; and the ability and willingness to follow instructions.

Clues for Relating Applicants and Requirements:
Good physical condition; undistinguished scholastic record; expressed preference for "outside" or factory work.

Highlights of Training and Methods of Entry:
1. Work is so elemental in nature that no previous training is required, and workers generally receive a short demonstration or explanation.
2. The most important hiring factor is the skills and ability of the applicant to meet the strength requirements which range from light to very heavy according to the job.
3. Personal characteristics very often play a significant part.
4. The employer will be influenced by an applicant's record of reliability, honesty, and industry.

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[1]DOT Volume I, page 440.

[2]DOT Volume II, page 360.

RANCH COUPLE (agr.) 423.999 A man and woman, usually husband and wife, who live and work on a ranch of a resident or non-resident owner.[1]

Area of Work: Not identified[2] Worker Trait Group: Not identified[2]

"Because of the diverse nature of the work situations and the trait requirements, it is not possible to distinguish the appropriate levels of complexity of these jobs. These last three digits, .999, do not represent trait requirements, and therefore, these titles are not included in the Worker Traits Arrangement."[2]

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[1]DOT Volume I, page 583.

[2]DOT Volume II, page vii.

RESORT COUPLE (hotel & rest.) 329.999 A man and woman, usually husband and wife, who perform maintenance and service activities at a resort. (Also referred to as Caretaker Couple.)[1]

Area of Work: Not identified[2] Worker Trait Group: Not identified[2]

"Because of the diverse nature of the work situations and the trait requirements, it is not possible to distinguish the appropriate level of complexity of these jobs. These last three digits, .999, do not represent trait requirements, and therefore, these titles are not included in the Worker Trait Arrangement."[2]

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[1]DOT Volume I, page 596.

[2]DOT Volume II, page vii.

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